

ADAMS COUNTY BOARD OF SUPERVISORS AGENDA

Adams County Board Room

June 20, 2017 6:00 p.m.

1. Call to Order by the Chairman
2. Was meeting properly announced?
3. Moment of silence
4. Pledge of Allegiance
5. Roll Call
6. Approve agenda
7. Approval of the May 16, 2017 minutes
8. Public participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Carlson, Morgan for Colburn, Dehmlow, Grabarski, Hamburg and Hickethier for Gilner.
10. **Claims:** None
11. **Correspondence:** None
12. **Appointments:** None
13. **Unfinished Business:** None
14. **Reports and Presentations:**
 - A. Miscellaneous:
 - Amendments from Town of Big Flats Land Use & Zoning Ordinance (full Ordinance on file in County Clerk's office).
 - Daric Smith, ACED report
 - County Manager report

15. Review Committee Minutes			
Ad Hoc Bldg: 5/17 Admin & Fin: 4/7, 5/3, 5/16, 6/5	County Board: 5/16 H&HS/Vet: 5/8 Hwy: 5/11 L&W&R&R: 4/11	Landfill: 5/15 P&Z: 6/7 Property: 5/9 PS&J: 5/10	Safety: 1/24 Solid Waste: 5/10 Surveyor: May 2017 Wellness: 4/20

16. **Resolutions:**

Res. #24: Resolution to approve out-of-state travel and accommodations for Janet K. Leja, Child Support Director, to Scottsdale, Arizona on August 6–9, 2017.

Res. #25: To enter into a ten (10) year operating agreement for drilling, blasting and or crushing services at the Seven Sisters Quarry (property) with The Kraemer Company, LLC (Kraemer).

Res. #26: To Sell County Advertised Property Parcel #126-265.

Res. #27: To Sell County Advertised Property Parcel #126-182-400.

Res. #28: To Sell County Advertised Property Parcel #126-182-411.

Res. #29: To Sell County Advertised Property Parcel #126-182-412.

Res. #30: Resolution to approve out-of-state travel for Public Health Officer to Oakland, CA July 17-20, 2017 and Boston, MA December 4-8, 2017.
17. **Ordinances:**

Ord. #14: Rezone 27.07 acres from an R-3 Residential District to a B-1 Rural Business District of the Adams County Comprehensive Zoning Ordinance to allow the campground to become conforming. Property located in the SE ¼ SE ¼, Section 28, Town 15 North, Range 7 East, Pt. of Lot 1, CSM 3101 at 3503 Cty Road G, Town of Jackson, Adams County, Wisconsin.

Ord. #15: Rezone a portion of property less than 1 acre from a Conservancy District to a Recreational/Residential District. Property located in the NW ¼, NE ¼, Section 27, Township 19 North, Range 6 East on Browndeer Avenue, Town of Big Flats, Adams County, Wisconsin.

Ord. #16: Rezone 36 acre parcel from an A1 Exclusive Agriculture District to an A1-15 Exclusive Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the parcel to be split. Property located in the NE ¼, NW ¼, Section 28, Township 15 North, Range 7 East at 470 Cty Road I, Town of Jackson, Adams County, Wisconsin.

Ord. #17: Rezone a portion of land (approx. 1.93 acres) from a Conservancy District to a Recreational/Residential District. Property located in the NE ¼, NW ¼, Section 6, Township 17 North, Range 7 East at 653 Cty Road J, Town of Lincoln, Adams County, Wisconsin.

Ord. #18: An Ordinance to Revise and Consolidate, Amend, Supplement and Codify the General Ordinances of Adams County.

Ord. #19: Ordinance Adopting County Records Retention/Disposition Schedule.

Ord. #20: Adams County Ethics Ordinance.

18. **Denials:** None

19. **Petitions:** None

20. Approve claims

21. Approve Per Diem and Mileage

22. Motion for County Clerk to correct errors

23. Set next meeting date(s)

24. Adjournment.

TOWN OF BIG FLATS PLAN COMMISSION
 MINUTES OF PUBLIC HEARING
 March 15, 2017 6:00 p.m.
 BIG FLATS TOWN HALL
 1104 County Road C, Arkdale, WI 54613

1. Call to Order: @6:00 p.m. by Todd Peterson, Chairman
2. Roll Call: Todd Peterson – present
 Brenda Janidlo – present
 Wendy Goerhke – present
 Tom Hendricksen – present
 Ray Quimby – absent Jay Jocham – Zoning Administrator
3. Certify Posting of the Meeting – the meeting was posted at the Town Hall and in the appropriate locations within the required time parameters.
4. A motion was made by Todd Peterson and seconded by Brenda Janidlo to approve the meeting agenda. Motion passed by all members.
5. The changes discussed were meant to clarify some sections of the Land Use and Zoning Amendments.

Land Use and Zoning Amendments requested by Plan Commission:

Definitions-- Exotic Animals: An exotic animal is defined as any rare or unusual pet that is not a dog, cat, horse or domestic livestock. The term exotic animal can be used to describe non-traditional pets generally thought of as a wild species.

Disabled: Any object not suitable for its original intended use in its original state. (moved from General Regulations)

Definitions-- Recreational Vehicle: A vehicle having an overall length of 45 feet or less and a body width of 8 feet or less primarily designed as temporary living quarters for recreational, camping or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. The basic types are travel trailer, camping trailer, and truck camper motor homes that meet the overall length and width specifications listed in this definition.

Poultry: Domestic fowl, such as chickens, turkeys, ducks, and geese.

Regularly: The use of property in excess of sixty (60) days in any calendar year. (moved from General Regulations)

Single-Family Dwelling: A single-family dwelling is a detached structure designed for and exclusively occupied by one family and containing a minimum Width of at least 14 feet and 840 square feet of minimum livable floor area.

Total Floor Area: The gross floor area of a building, enclosed by walls and roof, including all floor levels except the basement, attic or crawlspace floor.

All Zoning Districts: B. Use Regulations:

c). Accessory buildings, not to exceed two. Semi-trailers and storage containers are intended for temporary use only and must be removed from the property within 1 year after first use.

d). Recreational Vehicles not to exceed one indefinitely parked unit per lot.

Permitted Use:

e). Poultry up to 12 birds are allowed in all districts on lots less than five (5) acres. Roosters are not allowed in town subdivisions.

F. Building:

1. Area: a. Minimum living space of 840 square feet for a single-family dwelling, not including basement or attic.

Under Forestry/Recreation: Accessory building max. height should be 20 ft.

SECTION 4 - GENERAL REGULATIONS

2. Conditional Use: Upon obtaining a conditional use permit (See Sec. 4.D.) of this Ordinance)

H. Modular and Manufactured Homes

- b. Manufactured Homes shall have a Gable Roof as regulated by H.U.D. and a minimum titled size of not less than 840 square feet.
- c. Modular Homes shall have a minimum size of 840 square feet and be regulated by current U.D.C. codes.

I, 2. Fencing: Any property owner or tenant who wishes to screen their property from neighbors or regularly stores, places or maintains any disabled vehicles, equipment or machinery on its property shall comply with the following:

- a. The property owner shall fence in all areas used for the purpose above by a solid fence inside property lines no more than eight (8) feet high and not over 4 inches from the ground in Residential Districts, and not to exceed ten (10) feet in height and not over 4 inches from the ground in Commercial Districts.
- b. Security fences are permitted inside property lines in all districts, but shall not exceed ten (10) feet in height and shall be of an open type similar to woven wire fencing.

New Item under General Regulations: K. 1a: New construction requires a Land Use Permit from the town before proceeding. For the purpose of this ordinance, new construction is defined as any building 150 sq. ft. or greater, attached, covered or enclosed decks, and additions to existing structures.

New Item under General Regulations: Rezoning Procedure: In addition to the general requirements for Conditional Uses, applicant is required to review a copy of the Rezone Procedure and submit a Land Use Application. A Rezone Packet is available from the Town Clerk or Zoning Administrator, and can also be found on the town's website at www.bigflatswi.com.

7. Public Comment – there were some questions regarding poultry, fencing and allowable number of campers. These were addressed to the satisfaction of the citizens present.
8. Motion made by Wendy Goerke to approve the changes and make a recommendation to the Town Board to approve, deny or modify the proposed amendments. The Plan Commission's Recommendation will be in the form of a resolution approved by a majority of the full Membership of the Plan Commission; seconded by Tom Hendricksen. Motion carried.
9. Motion to Adjourn made by Todd Peterson, seconded by Tom Hendricksen at 6:47 p.m.

Citizens Present: B. and I. Been, Marianne Harrison, Robert McCarty, Ann Marie K. and Joseph Myren

Date: March 20, 2017

Submitted by: Plan Commission Clerk Brenda Janidlo

RESOLUTION 24-2017
RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR JANET K. LEJA
(CHILD SUPPORT DIRECTOR)

P5

INTRODUCED BY: Public Safety and Judiciary

INTENT & SYNOPSIS: Resolution to approve out-of-state travel and accommodations for Janet K. Leja, Child Support Director, to Scottsdale, Arizona on August 6 – 9, 2017.

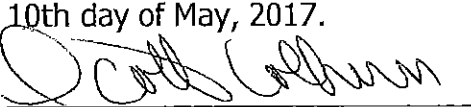
FISCAL NOTE: None. The Wisconsin Child Support Enforcement Association (WCSEA) has awarded a scholarship to Janet K. Leja that will pay for the membership and registration fees (\$645). Travel and accommodations are funded with grant revenue (federal reimbursement and performance funding) and will be paid out of account number 100 E 08 51330 (430, 431 and 432).

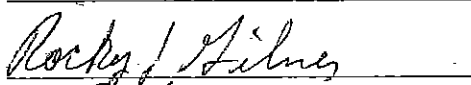
WHEREAS: The Adams County Employee Handbook Chapter 8, Section 19.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and

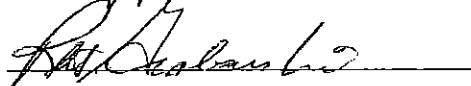
WHEREAS: The National Child Support Enforcement Association (NCSEA) is hosting the 2017 NCSEA Leadership Symposium in Scottsdale, Arizona, August 6 – 9 2017, where child support professionals gather from across the nation to discuss changes in policy and regulations and attend educational seminars; and as Ms. Leja holds a leadership position as a WCSEA Director, attendance at the symposium improves communication between Adams County Child Support, agencies in other states and the Office of Child Support Enforcement (OCSE);

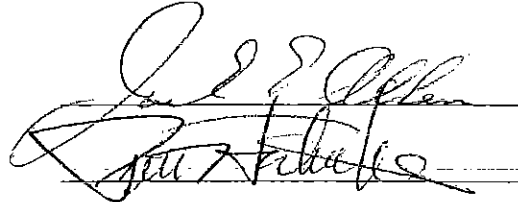
NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves out-of-state travel for Janet K. Leja, Adams County Child Support Director to Scottsdale, Arizona to attend the National Child Support Enforcement Association Leadership Symposium from August 6 – 9, 2017.

Recommended for adoption by the Public Safety and Judiciary Committee this 10th day of May, 2017.









Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of _____, 20____.

County Board Chair

County Clerk



Reviewed by Corporation Counsel



Reviewed by County Manager/Administrative Coordinator

RESOLUTION TO ENTER INTO AN OPERATING AGREEMENT FOR THE SEVEN SISTERS QUARRY WITH THE KRAEMER COMPANY

INTRODUCED BY: HIGHWAY COMMITTEE

INTENT & SYNOPSIS: To enter into a ten (10) year operating agreement for drilling, blasting and or crushing services at the Seven Sisters Quarry (property) with The Kraemer Company, LLC (Kraemer).

FISCAL NOTE: Cost savings to County in manpower and equipment purchases; payment to County per ton for any material mined in excess of that claimed by county. Additionally the Highway Department shall be paid a royalty for each ton of material sold by Kraemer Company to entities other than the County based on the Producers Price Index-Commodities, not seasonally adjusted, nonmetallic mineral products.


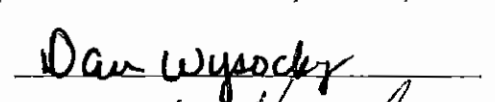
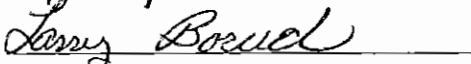
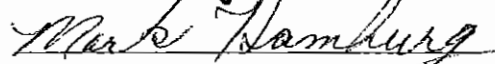

WHEREAS: Kraemer Company has been competently operating the Seven Sisters Quarry since 2003 on behalf of the Adams County Highway Department; and

WHEREAS: Contracting for drilling, blasting and or crushing services will bring a savings to the Highway Department and to the County by not having to provide these services, acquire the specialized equipment, and assume the liability for operating a non-metallic surface mine; and

WHEREAS: This is a cost effective and efficient means to ensure an adequate supply of aggregate material for use by the county.

NOW THEREFORE, BE IT RESOLVED that the Adams County Board of Supervisors hereby approves entering into a ten year operating agreement with the Kraemer Company for the operation of the Seven Sisters Quarry.

Recommended for adoption by the Highway Committee this 8th day of June, 2017.

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this _____

Tabled _____ day of _____, 2017.

County Board Chair

County Clerk

- ☒ Reviewed by Corporation Counsel
- ☒ Reviewed by County Manager/Administrative Coordinator

OPERATING AGREEMENT EXTENSION

This OPERATING AGREEMENT ("Agreement") is made as of the _____ day of _____, 2017 by and between THE KRAEMER COMPANY, LLC (Kraemer"), 820 Wachter Avenue, Plain, Wisconsin and ADAMS COUNTY, WISCONSIN ("County"), c/o Adams County Highway Department, 1342 County Road F, Adams, Wisconsin 53910.

RECITALS

WHEREAS, the County is the owner of that certain real property commonly known as the Seven Sisters Quarry in the Town of Rome and Town of Leola, Adams County, Wisconsin, and as legally described on Exhibit A attached hereto ("Property");

WHEREAS, Kraemer is engaged in the business of drilling, blasting and/or crushing relating to the aggregate, sand and gravel business;

WHEREAS, Kraemer and the County desire to enter into this Agreement for the purpose of providing for the drilling, blasting and/or crushing services as described in this Agreement.

NOW, THEREFORE, Kraemer and the County hereby agree as follows:

1. **SCOPE OF WORK; CAP ON REMOVAL.** Kraemer shall provide all labor, materials, equipment and services necessary to drill, blast and/or crush aggregate material on the Property ("Work"). Kraemer shall use its best skill, efforts and judgment in completing the Work; shall use best efforts to furnish at all times an adequate supply of workers and materials. The Work and all mining operations shall be in accordance with the Mining Plan previously agreed-to. No more than 100,000 tons of material per year shall be mined from the Property unless prior written approval is obtained from the County.
2. **COMPENSATION AND PAYMENT.** The County shall pay to Kraemer for the full and proper performance by Kraemer of the Work the amounts as determined on a yearly basis. Payments terms are net 30 days. All material produced at the quarry, except riprap, will be weighed either on a conveyor-belt scale or a truck scale. Riprap shall be weighed and paid for as it is sold. Additionally, for any material mined in excess of the amount claimed for County used under paragraph 3, below, Kraemer shall pay a royalty rate based on the Producer's Price Index-Commodities ("PPI") WPU132101, Not Seasonally Adjusted, Nonmetallic mineral products. Construction sand, gravel & crushed stone. Payment for any royalties will be made quarterly.
3. **TERM: EXCLUSIVITY.** This Agreement shall be extended for a term of Ten (10) years commencing March 18, 2018. This Agreement shall automatically renew for one (1) successive Ten (10) year term unless either party notified the other party within One Hundred Eighty (180) days prior to the expiration hereof. The County's price for aggregate materials during this renewal term shall increase / decrease by a percentage rate to be determined by the Producer's Price Index-Commodities as described above in Paragraph 2 using 2003 as the base year. For the entire term of this Agreement (and the renewal term, if applicable) Kraemer shall have the exclusive right to drill, blast and/or crush aggregate material and perform the Work on the

Property and the County shall not request, solicit or otherwise engage another person or entity to perform services hereof on the Property during such term. The County shall notify Kraemer of the amount of material to be mined for County use by January 1 of each year and Kraemer shall stockpile that material by June 1 of that same year. Kraemer shall be permitted to drill, blast and/or crush, and use and/or sell, additional mined material other than that designated for County use at any time of year as long as it is within the parameters of the agreement between the County and the Town of Rome; however. The total amount mined from the Property shall not exceed 100,000 tons of material per year unless prior written approval had been obtained from the County.

4. **INDEPENDENT CONTRACTOR.** The parties acknowledge and agree that Kraemer is an independent contractor to the County and not an employee or agency of the County. No provision of this agreement or any act of the parties pursuant to this agreement shall be construed to express or imply a joint venture, partnership, principal/agent relationship, or employer/employee relationship between Kraemer and County. No employee, agent or other representative of either party shall at any time be deemed to be under the control or authority of the other party, or the joint control of both parties. Each party shall be fully liable for (a) all worker's compensation premiums and liabilities; (b) federal, state and local withholding tax withholdings to the appropriate governmental agencies.
5. **CONTRACTOR'S EQUIPMENT.** Kraemer will furnish all equipment and supplies necessary to perform Kraemer's obligations contained herein. Kraemer shall be responsible for all repairs and maintenance with respect to such equipment. It is expressly understood and agreed that the County shall not be responsible or liable to Kraemer for any of the expense or cost of operation, maintenance, or repairs of such equipment, unless such is damaged at the fault of the County, its agents, licenses or employees.
6. **CONTROL OF WORK.** Kraemer warrants that all of its employee's shall be experienced and qualified to carry out the Work and that their qualifications comply with those required under all applicable laws. Kraemer shall have the sole right to hire and fire all workers, and shall exercise all control, direction, and supervision over them with the respect to the physical details of the Work to be performed and the manner in which the Work is performed. The County shall not, nor shall have the right to, exercise any control, direction, or supervision over any of the same.
7. **TAXES AND ASSESSMENTS.** Kraemer shall make all deductions from payments to employees, agents, or servants and shall make and tender in Kraemer's own name, all report and payments of such sums so deducted as shall be required by any applicable laws, including unemployment compensation, social security and tax.

8. **INSURANCE.** At Kraemer's expense, Kraemer agrees to secure and maintain while engaged in the Work under this Agreement, the following insurance:

<u>TYPE</u>	<u>LIMITS</u>
General Liability	\$2,000,000 General Aggregate \$2,000,000 Products Aggregate \$1,000,000 Personal Injury \$1,000,000 Each Occurrence \$300,000 Fire \$10,000 Medical Expense (per person)
Auto Liability	\$1,000,000 Combined Single Limit
Excess Liability	\$5,000,000 Each Occurrence
Umbrella	\$5,000,000 Aggregate
Worker's Compensation & Employer's Liability (including coverage on Sole proprietor, partner or Manager, if entering project site)	\$100,000 Each Accident \$500,000 Disease Policy Limit \$100,000 Disease Each Employee

A certificate of insurance shall be furnished to the County, indicating compliance with the insurance requirements set forth above prior to the start of the Work. All insurance secured and maintained shall be adequate to protect both Kraemer and the County from all liability on account of injury or damage done to the persons or property of and all persons during or in consequence of the performance of the Work.

9. **MUTUAL INDEMNITY.** Each Party ("the Indemnifying Party") hereby agrees to reimburse, indemnify, defend and save the Other Party, its members, managers, employees, agents, officers and directors (collectively, the "Indemnitees") harmless from any liability, loss, damage, expense, claim, suit, administrative proceeding or other action of any nature whatsoever brought by any person or party whatsoever, including reasonable attorney's fees and expenses, and any and all settlements, which any Indemnatee may suffer, sustain or incur as a result of:

Any breach hereof or default hereunder by the Indemnifying Party;

Any injury or death to persons or damage to property in the performance of the Services by the Indemnifying Party set forth in this Agreement;

Any liability arising from the relationship between the Indemnifying Party and its employees, agents or servants, or any action, claim or demand made by any such employee, agent or servant, whether caused by a violation or alleged violation of any federal, state or local law applicable to employees and employers, or relating to any aspect of the relationship between the Indemnifying Party and its employees, agents or servants; or failure to comply with all applicable federal, state and municipal laws and regulations of the respective regulatory bodies having jurisdiction over the Indemnifying Party.

This indemnity shall not apply to any claims that are the result of negligent, intentional or reckless acts solely attributable to the Indemnitees. The provisions of this section shall survive the cancellation, termination or expiration of the Agreement.

10. **COMPLIANCE WITH THE LAW.** Kraemer, as pit operator as defined by the Occupational Safety and Health Act (OSHA) and the Mine Safety and Health Act (MSHA), and the County, agrees that all work provided for in this Agreement shall be conducted in full compliance with all applicable laws, rules and regulations adopted or promulgated by any municipal, state or federal governmental agency or regulatory body, including but not limited to, the OSHA and MSHA. This includes compliance with reclamation requirements.
11. **SAFETY.** Kraemer shall furnish, at Kraemer's expense, proper and adequate equipment and supplies necessary to perform all jobs and services in a safe, competent, and diligent manner, and shall provide and have available at all times for use by Kraemer's employees engaged in the performance of such work all safety equipment needed for the maximum protection of Kraemer's employees against injuries.
12. **ACCIDENTS.** Kraemer shall, within twenty-four (24) hours after the occurrence of any accident involving the performance of Kraemer's obligations under this Agreement, give notice of such accident to the County. Kraemer shall complete any and all accident reports or similar reports and forms as required from time to time by the County, applicable laws or law enforcement authorities.
13. **ADDITIONAL COVENANTS OF Kraemer.** Kraemer hereby covenants and agrees that, for the term hereof:

All operations under this Agreement will be in compliance with the Agreement with the Town of Rome, Wisconsin attached hereto as Exhibit B;

All residences within one (1) mile of the Property (as determined by GPS) will be randomly monitored for noise and vibration during blasting operations; Kraemer shall notify the County no less than two (2) weeks prior to the commencement of drilling, blasting and/or crushing operations;

All operating equipment shall be removed within thirty (30) days following the end of the contract;

Kraemer will not store petroleum fuels on the Property, other than that needed for its operations, and will take action, at its own expense, to clean up or remediate and petroleum/hydraulic spill from the equipment operated by Kraemer,

Kraemer and the County will adhere to the site reclamation standards developed by Adams County; and

The gate at the County Trunk Highway "O" entrance to the Property shall be locked at all time that Kraemer is not operating on the Property.

14. **BREACH AND WAIVER.** In the event of breach of any of the terms or condition hereof, this Agreement may be terminated by the non-breaching party on five (5) days written notice, and waiver of any breach of any provision shall not be deemed to be a waiver of any subsequent breach nor of the provision itself.
15. **ASSIGNMENT.** Neither this Agreement nor any interest herein, or claim hereunder, shall be assigned or transferred by Kraemer to any party nor did parties, without the prior written consent of the County, which shall not be unreasonable withhold.

16. SEVERABILITY. In the event that any court having jurisdiction shall determine that any provision contained herein is unenforceable in any respect, the such provision shall be deemed limited to the court's order. In the event that such court shall deem any such provision wholly unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.
17. COMPLETE AGREEMENT. This agreement represents the entire agreement between the parties. There are no other representations, agreements, undertakings, terms or provisions between the parties with respect to the Contract work. All modifications or amendments to this Agreement must be in writing and signed by both parties.
18. GOVERNING LAW. This Agreement shall be construed in accordance with the internal laws of the State of Wisconsin.
19. ATTORNEYS' FEE. In the event legal action is instituted by either party to this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs.

In witness whereof, the parties have executed this Agreement as of the day and year first above written.

ADAMS COUNTY, WISCONSIN

THE KRAEMER COMPANY LLC

By: _____
John West

By: _____
William J. Kraemer

Title: County Board Chairperson

Title: Manager / Member

EXHIBIT A

(Legal Description of the Property)

The NE $\frac{1}{4}$ Part of CSM 3765, Section 36, T.20N., R.6E., Town of Rome, Adams County, Wisconsin, Parcel ID #030-01111-0000, 030-01112-0000, 030-01113-0000 & 030-01114-0000;

W $\frac{1}{2}$ of the NW $\frac{1}{4}$ Fractional Part of CSM 3765 Tower on Lot, Section 31, T.20N., R.7E., Town of Leola, Adams County, Wisconsin, Parcel ID #014-00621-0000;

EXHIBIT B

(Town of Rome Agreement)

Attached

**AGREEMENT BETWEEN ADAMS COUNTY, WISCONSIN
AND THE TOWN OF ROME, ADAMS COUNTY,
CONCERNING TRANSFER OF ASPEN AVENUE/ARCHER DRIVE
TO COUNTY JURISDICTION**

WHEREAS, Adams County is the owner of a quarry known as the Seven Sisters Quarry, which is located on Aspen Avenue and Archer Drive in the Town of Rome, and partly within the Town of Leola; and

WHEREAS, Adams County has adopted a County Board resolution indicating that the County is willing to assume jurisdiction over Archer Avenue and Aspen Drive for the purpose of assuring that those roads are open to the traffic which is necessitated and occasioned by the use of the Seven Sisters property as a quarry; and

WHEREAS, it is in the public interest of the County as a whole, and the Town of Rome, to assure that the roads are constructed in a manner which is safe, adequate, and consistent with the needs of the Quarry operation, but does not unduly prejudice the interests of adjoining property owners, the park located in the vicinity, or other potential conflicts;

THEREFORE, the County of Adams and the Town of Rome do hereby contract and agree as follows:

1. The Town of Rome, acting by its Town Board of Supervisors, hereby agrees that Adams County may assume jurisdiction over Aspen Avenue and Archer Drive. The County's jurisdiction shall extend from the point at which Aspen Avenue commences easterly from Wisconsin Highway 13, continuing to the point where Aspen Avenue becomes Archer Drive and ending at the point at which the right-of-way of Aspen Avenue reaches the eastern boundary of the Town of Rome. This area of road being transferred to the County shall be known herein as "Aspen/Archer."
2. The County agrees to assume responsibility under applicable highway statutes, sec. 83.025 and others, for Aspen/Archer. It is understood by both parties, however, that Aspen/Archer will be denominated as a county trunk highway only if all affected towns agree. Therefore, the road may be a county road, but not a part of the county trunk highway system unless the Town of Leola also agrees. The County agrees to use its best efforts to secure the cooperation of the Town of Leola to this jurisdictional transfer.
3. Adams County agrees to transfer jurisdiction of current County Highway D from the point at which Highway D commences westerly from Wisconsin Highway 13 through and including the point at which Highway D intersects with County Highway Z.
4. Adams County agrees to reconstruct Aspen/Archer within its existing right-of-way or, within such changed alignment as may be necessary to address construction issues posed by soil, water, and surface conditions. As reconstructed, Aspen/Archer shall

47 have a minimum paved travel surface of 24 feet. The County will pay for the cost of
48 all right-of-way acquisition, grading, base preparation, compacting, surveying,
49 transportation of material for base, and culverts. The road shall be constructed to the
50 "minor collector" standards found in TRANS 205, Wisconsin Administrative Code.
51 The County shall also bear the cost of permitting and obtaining any necessary
52 relocation approval to move the existing waterway which crosses under
53 Aspen/Archer, as needed to obtain a proper and appropriate alignment for that road.
54

- 55 5. The County will undertake reconstruction of Aspen/Archer during 2002. The
56 jurisdictional transfer of Highway D and Aspen/Archer will be effected on the date
57 that Rome and the County have appropriated the funds to pay for the reconstruction
58 required by this Agreement, and the County has executed the contracts for the
59 construction work involved in the reconstruction project.
60

- 61 6. In consideration of the transfer of Highway D from Adams County to the Town of
62 Rome, the Town of Rome shall pay two hundred thirty five thousand and 00/100
63 (\$235,000.00) toward the cost of placing four inches of blacktop surface on
64 Aspen/Archer as part of the reconstruction project. The County shall bear all other
65 costs of reconstructing Aspen/Archer, and maintaining, striping and otherwise
66 marking and signing the road and ATV and snowmobile route after it has been
67 reconstructed.
68

- 69 7. The Town shall have no other responsibility for maintenance or the blacktopping of
70 the road. The County shall bear all responsibilities for maintenance and operation of
71 Aspen/Archer after the transfer has been effected.
72

- 73 8. The parties acknowledge that Aspen/Archer currently is used as an ATV snowmobile
74 trail. All reconstruction efforts shall be undertaken in a manner which maintains the
75 extent of recreational use of Aspen/Archer for ATV and snowmobile use. Adams
76 County will continue to permit the operation of snowmobiles or ATVs on the paved
77 road surface as necessary to permit such use, although the County may construct the
78 road in a fashion which minimizes the necessity of operation on the paved road
79 surface.
80

- 81 9. In consideration of the agreement of the Town of Rome to transfer the jurisdiction
82 over Aspen/Archer to the County and thereby facilitate the operation of the Quarry,
83 the County agrees to take such measures as are necessary to limit the operation of the
84 Quarry to the hours between 8:00 a.m. and 8:00 p.m. Monday through Friday from
85 April 15 through November 1 of each year. Operations shall end by 5:00 p.m. from
86 November 1 to April 14. The County further agrees that the Quarry shall comply
87 with all applicable state and federal regulations related to the operation of quarries,
88 including blasting regulations and regulations concerning the handling of explosives.
89 There shall be no blasting, crushing or hauling on either holidays or weekends. The
90 County will assure that the Town is notified at least three calendar days in advance of
91 the commencement of blasting operations. The term "holiday" means a holiday which
92 is recognized by the State of Wisconsin.

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10. Adams County agrees to use its best efforts to request approval by the Wisconsin Department of Transportation of a speed limit zone in the vicinity of Dyracuse Park in the town to 35 miles per hour. The County and Town acknowledge that DOT approval is necessary before such speed limit reduction may be achieved.
 11. The Town of Rome agrees to use its best efforts to facilitate making the engineering studies and plans already prepared related to Aspen/Archer by Foth & Van Dyke for the Town. The Town, however, does not undertake to convey any property right which Foth & Van Dyke may have in those plans, and Adams County is responsible for assuring that Foth & Van Dyke does not object to the County's use of the plans and documents.
 12. This Agreement is made pursuant to secs. 66.30 and 83.025 of the Wisconsin Statutes. The parties to the Agreement, the Town of Rome and Adams County, each represent that the same has been authorized by the appropriate governing body. Each warrants and agrees that this is the entire agreement and relationship between the parties as to this matter, and that none of the discussions, ideas, suggestions, or oral agreements which lead to the reduction of this Agreement to writing are binding upon either party. Everything that the parties have decided to agree to is contained in this Agreement. This Agreement may be amended in writing by a written agreement executed by each party, but otherwise, it shall not be modified. In the event that any portion of this Agreement is deemed to be invalid, the remainder shall stand.

117 IN WITNESS WHEREOF, we affix our signatures by authority of our respective units of
118 government.
119

120 Dated this 18 day of October, 2001.

121 TOWN OF ROME:

122 Stephen Nowicki
123 Chairperson

124 Leslie Anderson
125 Town Clerk
126

127
128 Dated this 25th day of OCTOBER, 2001.

129 ADAMS COUNTY:

130 Charles Hill
131 Highway Committee Chairperson

132 Donald R. [Signature]
133 Highway Commissioner
134
135

Elainesdisk/adamscounty/AGREEMENT101101.doc

**AGREEMENT BETWEEN ADAMS COUNTY, WISCONSIN
AND THE TOWN OF ROME, ADAMS COUNTY,
CONCERNING TRANSFER OF ASPEN AVENUE/ARCHER DRIVE
TO COUNTY JURISDICTION**

WHEREAS: Adams County is the owner of a quarry known as the Seven Sisters Quarry, which is located on Aspen Avenue and Archer Drive in the Town of Rome, and partly within the Town of Leola; and

WHEREAS: Adams County has adopted a County Board resolution indicating that the County is willing to assume jurisdiction over Archer Avenue and Aspen Drive for the purpose of assuring that those roads are open to the traffic which is necessitated and occasioned by the use of the Seven Sisters property as a quarry; and

WHEREAS: It is in the public interest of the County as a whole, and the Town of Rome, to assure that the roads are constructed in a manner which is safe, adequate, and consistent with the needs of the Quarry operation, but does not unduly prejudice the interests of adjoining property owners, the park located in the vicinity, or other potential conflicts;

THEREFORE: The County of Adams and the Town of Rome do hereby contract and agree as follows:

1. The Town of Rome, acting by its Town Board of Supervisors, hereby agrees that Adams County may assume jurisdiction over Aspen Avenue and Archer Drive. The County's jurisdiction shall extend from the point at which Aspen Avenue commences easterly from Wisconsin Highway 13, continuing to the point where Aspen Avenue becomes Archer Drive and ending at the point at which the right-of-way of Aspen Avenue reaches the eastern boundary of the Town of Rome. This area of road being transferred to the County shall be known herein as "Aspen/Archer."
2. The County agrees to assume responsibility under applicable highway statutes, sec. 83.025 and others, for Aspen/Archer. It is understood by both parties, however, that Aspen/Archer will be denominated as a county trunk highway only if all affected towns agree. Therefore, the road may be a county road, but not a part of the county trunk highway system unless the Town of Leola also agrees. The County agrees to use its best efforts to secure the cooperation of the Town of Leola to this jurisdictional transfer.
3. Adams County agrees to transfer jurisdiction of current County Highway D from the point at which Highway D commences westerly from Wisconsin Highway 13 through and including the point at which Highway D intersects with County Highway Z.
4. Adams County agrees to reconstruct Aspen/Archer within its existing right-of-way or, within such changed alignment as may be necessary to address construction issues posed by soil, water, and surface conditions. As reconstructed, Aspen/Archer shall have a minimum paved travel surface of 24 feet. The County will pay for the cost of all right-of-way acquisition, grading, base preparation, compacting, surveying, transportation of material for base, and culverts. The road shall be constructed to the "minor collector" standards found in TRANS 205, Wisconsin Administrative Code. The County shall also bear the cost of permitting and obtaining any necessary relocation approval to move the existing waterway which crosses under Aspen/Archer, as needed to obtain a proper and appropriate alignment for that road.
5. The County will undertake reconstruction of Aspen/Archer during 2002. The jurisdictional transfer of Highway D and Aspen/Archer will be effected on the date that Rome and the County have appropriated the funds to pay for the reconstruction required by this Agreement, and the County has executed the contracts for the construction work involved in the reconstruction project.
6. In consideration of the transfer of Highway D from Adams County to the Town of Rome, the Town of Rome shall pay two hundred thirty five thousand and 00/100 (\$235,000.00) toward the cost of placing four inches of blacktop surface on Aspen/Archer as part of the reconstruction project. The County shall bear all other costs of reconstructing Aspen/Archer, and maintaining, striping and otherwise marking and signing the road and ATV and snowmobile route after it has been reconstructed.
7. The Town shall have no other responsibility for maintenance or the blacktopping of the road. The County shall bear all responsibilities for maintenance and operation of Aspen/Archer after the transfer has been effected.

8. The parties acknowledge that Aspen/Archer currently is used as an ATV snowmobile trail. All reconstruction efforts shall be undertaken in a manner which maintains the extent of recreational use of Aspen/Archer for ATV and snowmobile use. Adams County will continue to permit the operation of snowmobiles or ATVs on the paved road surface as necessary to permit such use, although the County may construct the road in a fashion which minimizes the necessity of operation on the paved road surface.
9. In consideration of the agreement of the Town of Rome to transfer the jurisdiction over Aspen/Archer to the County and thereby facilitate the operation of the Quarry, the County agrees to take such measures as are necessary to limit the operation of the Quarry to the hours between 8:00 a.m. and 8:00 p.m. Monday through Friday from April 15 through November 1 of each year. Operations shall end by 5:00 p.m. from November 1 to April 14. The County further agrees that the Quarry shall comply with all applicable state and federal regulations related to the operation of quarries, including blasting regulations and regulations concerning the handling of explosives. There shall be no blasting, crushing or hauling on either holidays or weekends. The County will assure that the Town is notified at least three calendar days in advance of the commencement of blasting operations. The term "holiday" means a holiday which is recognized by the State of Wisconsin.
10. Adams County agrees to use its best efforts to request approval by the Wisconsin Department of Transportation of a speed limit zone in the vicinity of Dyracuse Park in the town to 35 miles per hour. The County and Town acknowledge that DOT approval is necessary before such speed limit reduction may be achieved.
11. The Town of Rome agrees to use its best efforts to facilitate making the engineering studies and plans already prepared related to Aspen/Archer by Foth & Van Dyke for the Town. The Town, however, does not undertake to convey any property right which Foth & Van Dyke may have in those plans, and Adams County is responsible for assuring that Foth & Van Dyke does not object to the County's use of the plans and documents.
12. This Agreement is made pursuant to secs. 66.30 and 83.025 of the Wisconsin Statutes. The parties to the Agreement, the Town of Rome and Adams County, each represent that the same has been authorized by the appropriate governing body. Each warrants and agrees that this is the entire agreement and relationship between the parties as to this matter, and that none of the discussions, ideas, suggestions, or oral agreements which lead to the reduction of this Agreement to writing are binding upon either party. Everything that the parties have decided to agree to is contained in this Agreement. This Agreement may be amended in writing by a written agreement executed by each party, but otherwise, it shall not be modified. In the event that any portion of this Agreement is deemed to be invalid, the remainder shall stand.

IN WITNESS WHEREOF, we affix our signatures by authority of our respective units of government.

Dated this _____ day of _____, 2001.

TOWN OF ROME:

Chairperson

Town Clerk

Dated this _____ day of _____, 2001.

ADAMS COUNTY:

Highway Commissioner

Highway Committee Chairperson

RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED PROPERTY

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED PROPERTY

FISCAL NOTE: \$1924.59 REVENUE TO ACCOUNT NO. 100 A 12400 -TAX PORTION;
\$75.41 REVENUE TO ACCOUNT NO. 100.10.46120 - TREASURER FEE; \$30.00 REVENUE
TO ACCOUNT NO. 100.13.46130 - REGISTER OF DEEDS RECORDING FEES

WHEREAS: Bill Parr has submitted a bid of \$2,000.00 for the parcel(s) of land
described as follows: Lot 3 of Certified Survey Map No. 4068, located in the Village of
Friendship, Adams County, Wisconsin Parcel# 126-265; and

WHEREAS: Adams County took title to this property on July 18, 2016, per judgment of
foreclosure; and

WHEREAS: Bill Parr has submitted full payment of \$2,000.00 plus a \$30.00 recording
fee, which is on deposit with the County Treasurer.

**NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors,** that the above described property is hereby approved for sale for the bid
of \$2,000.00; and

BE IT FURTHER RESOLVED: That the County Clerk will issue a Deed to the above
described property per Ordinance #09-2014.

Recommended for adoption by the Property Committee this 11th day of June, 2017.

Rocky J. Zilber *Mark Hargburg*
Judy Kottowski *[Signature]*
Goran Dekmelow

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of June, 2017.

County Board Chair

County Clerk

☒ Reviewed by Corporation Counsel
☒ Reviewed by Interim County Manager/Administrative Coordinator

RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED PROPERTY**INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED PROPERTY

FISCAL NOTE: \$3,606.41 REVENUE TO ACCOUNT NO. 100 A 12400 -TAX PORTION;
 \$1,201.97 REVENUE TO ACCOUNT NO. 100. 10.48350 - PROPERTY SALES; \$200.00
 REVENUE TO ACCOUNT NO. 100.10.46120 - TREASURER FEE; \$30.00 REVENUE TO
 ACCOUNT NO. 100.13.46130 - REGISTER OF DEEDS RECORDING FEES; \$66.62 REIMB
 OF FEES PAID TO ACCOUNT NO. 100.10.51520.317

WHEREAS: Arthur Greenwaldt has submitted a bid of \$5,075.00 for the parcel(s) of
 land described as follows: Lot One of Lakeview, a recorded plat, in the Village of
 Friendship, Adams County, Wisconsin Parcel# 126-182-400; and

WHEREAS: Adams County took title to this property on July 18, 2016, per judgment of
 foreclosure; and

WHEREAS: Arthur Greenwaldt has submitted full payment of \$5,075.00 plus a \$30.00
 recording fee, which is on deposit with the County Treasurer.

**NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
 Supervisors,** that the above described property is hereby approved for sale for the bid
 of \$5,075.00; and

BE IT FURTHER RESOLVED: That the County Clerk will issue a Deed to the above
 described property per Ordinance #09-2014.

Recommended for adoption by the Property Committee this 13th day of June, 2017.

Rocky Hines *Marge Harburg*
Jay Kallouski *[Signature]*
Fran Welmbur

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of June, 2017.

County Board Chair_____
County Clerk☒ Reviewed by Corporation Counsel☒ Reviewed by Interim County Manager/Administrative Coordinator

RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED PROPERTY

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED PROPERTY

FISCAL NOTE: \$1,194.69 REVENUE TO ACCOUNT NO. 100 A 12400 -TAX PORTION;
\$84.54 REVENUE TO ACCOUNT NO. 100. 10.48350 - PROPERTY SALES; \$200.00
REVENUE TO ACCOUNT NO. 100.10.46120 - TREASURER FEE; \$30.00 REVENUE TO
ACCOUNT NO. 100.13.46130 - REGISTER OF DEEDS RECORDING FEES; \$20.78 REIMB
OF FEES PAID TO ACCOUNT NO. 100.10.51520.317

WHEREAS: Cody Pharo has submitted a bid of \$1,500.01 for the parcel(s) of land
described as follows: Lot Twelve of Lakeview, a recorded plat, in the Village of
Friendship, Adams County, Wisconsin Parcel# 126-182-411; and

WHEREAS: Adams County took title to this property on July 18, 2016, per judgment of
foreclosure; and

WHEREAS: Cody Pharo has submitted full payment of \$1,500.01 plus a \$30.00
recording fee, which is on deposit with the County Treasurer.

**NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors,** that the above described property is hereby approved for sale for the bid
of \$1,500.01; and

BE IT FURTHER RESOLVED: That the County Clerk will issue a Deed to the above
described property per Ordinance #09-2014.

Recommended for adoption by the Property Committee this 13th day of June, 2017.

Rocky Milne *Mark Koenig*
Greg Kattowski *Jeffrey*
Gren Dehmlow

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of June, 2017.

County Board Chair

County Clerk

- ☒ Reviewed by Corporation Counsel
☒ Reviewed by Interim County Manager/Administrative Coordinator

RESOLUTION TO APPROVE THE SALE OF COUNTY ADVERTISED PROPERTY

1 **INTRODUCED BY:** PROPERTY COMMITTEE

2
3 **INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED PROPERTY

4
5 **FISCAL NOTE:** \$1,191.89 REVENUE TO ACCOUNT NO. 100 A 12400 -TAX PORTION;
6 \$108.12 REVENUE TO ACCOUNT NO. 100. 10.48350 - PROPERTY SALES; \$200.00
7 REVENUE TO ACCOUNT NO. 100.10.46120 - TREASURER FEE; \$30.00 REVENUE TO
8 ACCOUNT NO. 100.13.46130 - REGISTER OF DEEDS RECORDING FEES

9
10 **WHEREAS:** Cody Pharo has submitted a bid of \$1,500.01 for the parcel(s) of land
11 described as follows: Lot Thirteen of Lakeview, a recorded plat, in the Village of
12 Friendship, Adams County, Wisconsin Parcel# 126-182-412; and

13
14 **WHEREAS:** Adams County took title to this property on July 18, 2016, per judgment of
15 foreclosure; and

16
17 **WHEREAS:** Cody Pharo has submitted full payment of \$1,500.01 plus a \$30.00
18 recording fee, which is on deposit with the County Treasurer.

19
20 **NOW THEREFORE, BE IT RESOLVED by the Adams County Board of**
21 **Supervisors,** that the above described property is hereby approved for sale for the bid
22 of \$1,500.01; and

23
24 **BE IT FURTHER RESOLVED:** That the County Clerk will issue a Deed to the above
25 described property per Ordinance #09-2014.

26
27 Recommended for adoption by the Property Committee this 11th day of June, 2017.

28
29 Rocky Hines Mark Kargburg
30 Jay Kallouski Dept
31 Fran DeMlow

32
33
34
35 Adopted _____

36 Defeated _____ by the Adams County Board of Supervisors this

37 Tabled _____ day of June, 2017.

38
39
40 _____
County Board Chair

County Clerk

41
42 ☒ Reviewed by Corporation Counsel

43 ☒ Reviewed by Interim County Manager/Administrative Coordinator

**RESOLUTION TO APPROVE OUT OF STATE TRAVEL
FOR PUBLIC HEALTH OFFICER**

INTRODUCED BY: Health and Human Services Board

INTENT & SYNOPSIS: Resolution to approve out-of-state travel for Public Health Officer to Oakland, CA July 17-20, 2017 and Boston, MA December 4-8, 2017.

FISCAL NOTE: None. The travel and accommodations are funded through a fellowship award and arranged by the grantor, Human Impact Partners.

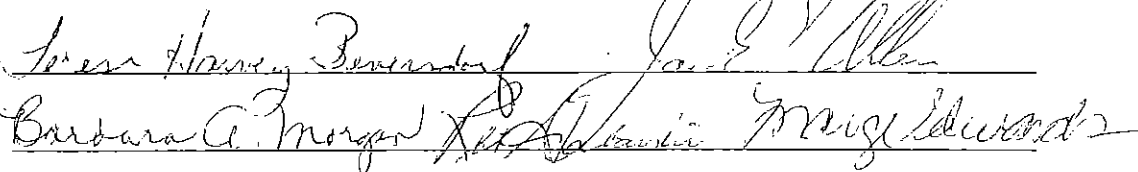
WHEREAS: *The Adams County Employee Handbook* Chapter 8, Section 1.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and

WHEREAS: Sarah Grosshuesch was one of 18 public health leaders in the nation selected to attend the Health Equity Awakened Leadership Institute; and

WHEREAS: Participation in the Leadership Institute will further develop the capacity of the Adams County Community Health Improvement Plan to address inequitable health outcomes in the Adams County.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves out-of-state travel for the Public Health Officer to participate in the Health Equity Awakened Leadership Institute in Oakland, CA from July 17-20, 2017 and Boston, MA December 4-8, 2017.

Recommended for adoption by Health and Human Services Board on this 12th day of June 2017.


The block contains three handwritten signatures in cursive script, each written over a horizontal line. The signatures appear to be: 'Steve Harvey', 'Barbara A. Morgan', and 'Miguel Edwards'.

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of _____, 2017.

County Board Chair

County Clerk

☒ Reviewed by Corporation Counsel

☒ Reviewed by Administrative Coordinator/Director of Finance

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

P24

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Comprehensive Zoning Ordinance as Ordinance No. 17A-2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the Town Board of Jackson on March 30, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On May 17, 2017, K & L Campground, Lynn Eder, owner, petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone 27.07 acres in the Town of Jackson, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on June 7, 2017, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

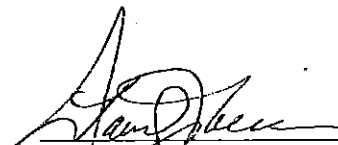
Zoning Change: The Adams County Comprehensive Zoning Ordinance 17A-2010, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an R-3 Residential District to a B-1 Rural Business District of the Adams County Comprehensive Zoning Ordinance to allow the campground to become conforming;

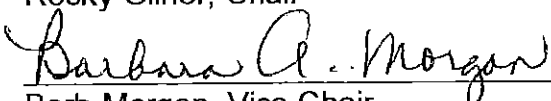
Property located in the SE ¼ SE ¼, Section 28, Town 15 North, Range 7 East, Pt. of Lot 1, CSM 3101 at 3503 Cty Road G, Town of Jackson, Adams County, Wisconsin.

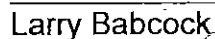
Published in the Times Reporter, the official newspaper of Adams County, on the _____ day of June, 2017.


Recommended for enactment by the Adams County Planning and Zoning Committee on this 7th day of June, 2017.


Rocky Gliner, Chair

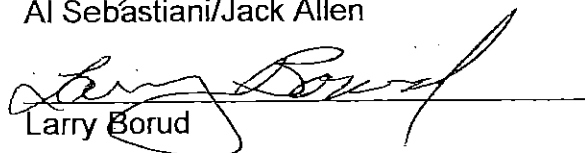

Randy Theisen


Barb Morgan, Vice Chair


Larry Babcock


Al Sebastiani/Jack Allen


Fred Nickel


Larry Borud

Enacted _____

Defeated _____ by the Adams County Board of Supervisors

Tabled _____ this _____ day of June, 2017

John West, Board Chair

Cindy Phillippi, County Clerk

ADAMS CO PLANNING & ZONING COMMITTEE

JUNE 7, 2017.

ROOM A260 1:00 P.M. -Courthouse
Friendship, WI 53934

K & L Campground, LLC – Rezoning request from an R-3 Residential District to a B-1 Rural Business District with a Conditional Use Permit under Section 5-12.03 (E) of the Adams County Comprehensive Zoning Ordinance to allow the existing campground to become conforming on property located in the SE ¼ SE ¼, Section 28, Town 15 North, Range 7 East, Pt. of Lot 1, CSM 3101 at 3503 Cty Road G, Town of Jackson, Adams County, Wisconsin.

Appearing for with testimony: Lynn & Kathleen Eder, owners.

Appearing for without testimony: None.

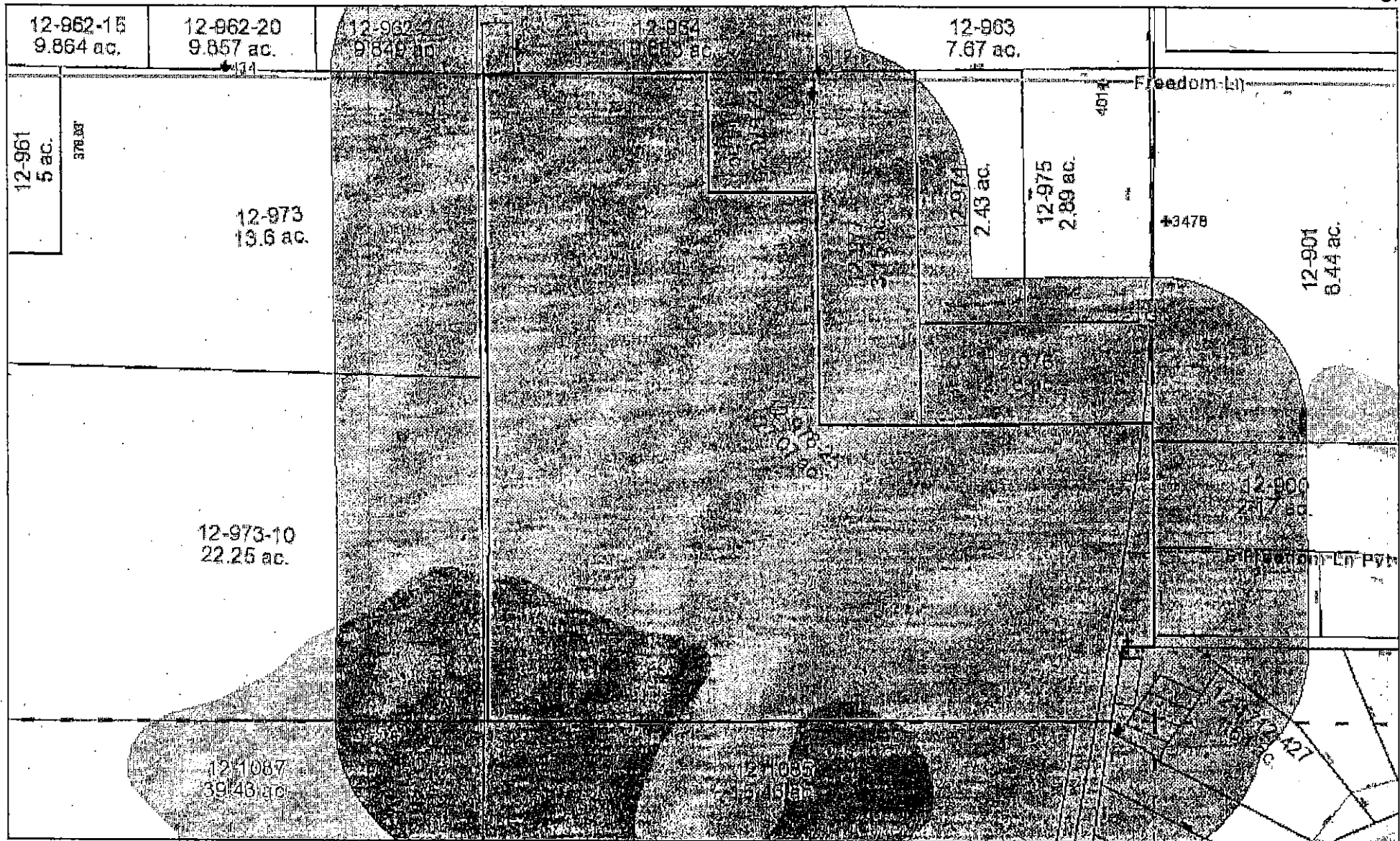
No one appearing against.

Correspondence: Notification from the Town Board of Jackson that they met on September 10, 2016 and had no objection to the zoning change; Memo from Highway Commissioner Kotlowski with no concerns with the request.

Disposition: Randy Theisen made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Barb Morgan seconded the motion. Roll Call. 6 – Yes. Motion carried.

Web Map

P26

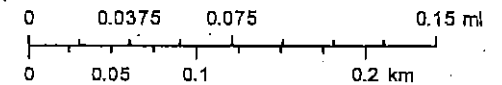


May 5, 2017

- | | | |
|-------------------|----------------------|---------------------------|
| — State Highway | ▣ Municipal Boundary | Special Flood Hazard Area |
| — County Highway | — Sections | ▨ 100 Year Flood Zone |
| — Local Road | ★ Property Addresses | ▨ Floodway |
| — Railroad | ▣ Schools | ▣ Parcel Lines |
| — County Boundary | ⚡ Hospital | |

Adams Co.

1:4,514



DISCLAIMER: This map is for informational purposes and has not been prepared for, nor is it suitable for legal, surveying, or engineering purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Adams County makes no warranty or guarantee as to the content, accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained hereon. Copyright 2015, Adams County. All rights reserved.

ORDINANCE 15 - 2017
AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

P27

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 21, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance and revised on August 3, 2011, with an effective date of August 16, 2011, and

WHEREAS: On April 10, 2017, Michael J & Dawn M. Spranger, owners, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a portion of property (< 1 acre) in the Town of Big Flats, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on June 7, 2017 and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

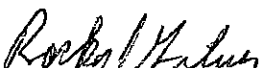
The County Board of Supervisors of the County of Adams does ordain as follows:

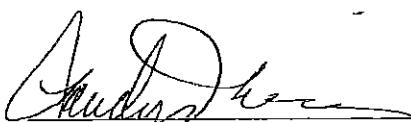
Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 14-2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Conservancy District to a Recreational/Residential District.

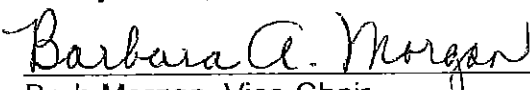
Property located in the NW ¼, NE ¼, Section 27, Township 19 North, Range 6 East on Browndeer Avenue, Town of Big Flats, Adams County, Wisconsin.

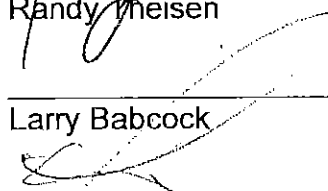
Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of June, 2017.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 7th day of June, 2017.


Rocky Gilner, Chair

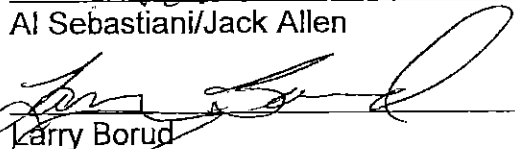

Randy Weisen


Barb Morgan, Vice Chair


Larry Babcock


Al Sebastiani/Jack Allen


Fred Nickel


Larry Borud

Enacted _____

Defeated _____ by the Adams County Board of Supervisors

Tabled _____ this _____ day of June, 2017

John West, Board Chair

Cindy Phillippi, County Clerk

ADAMS CO PLANNING & ZONING COMMITTEE

JUNE 7, 2017.

ROOM A260 1:00 P.M. -Courthouse

Friendship, WI 53934

Michael J. & Dawn M. Spranger Revocable Trust – Rezoning request of a portion of a 40 acre parcel (< 1 acre) from a Conservancy District to an R&R Recreational/Residential District of the Adams County Shoreland Wetland & Habitat Protection Zoning Ordinance to allow construction of a dwelling on property located in the NW ¼, NE ¼, Section 27, Township 19 North, Range 6 East on Browndeer Avenue, Town of Big Flats, Adams County, Wisconsin.

Appearing for with testimony: Michael Spranger, owner.

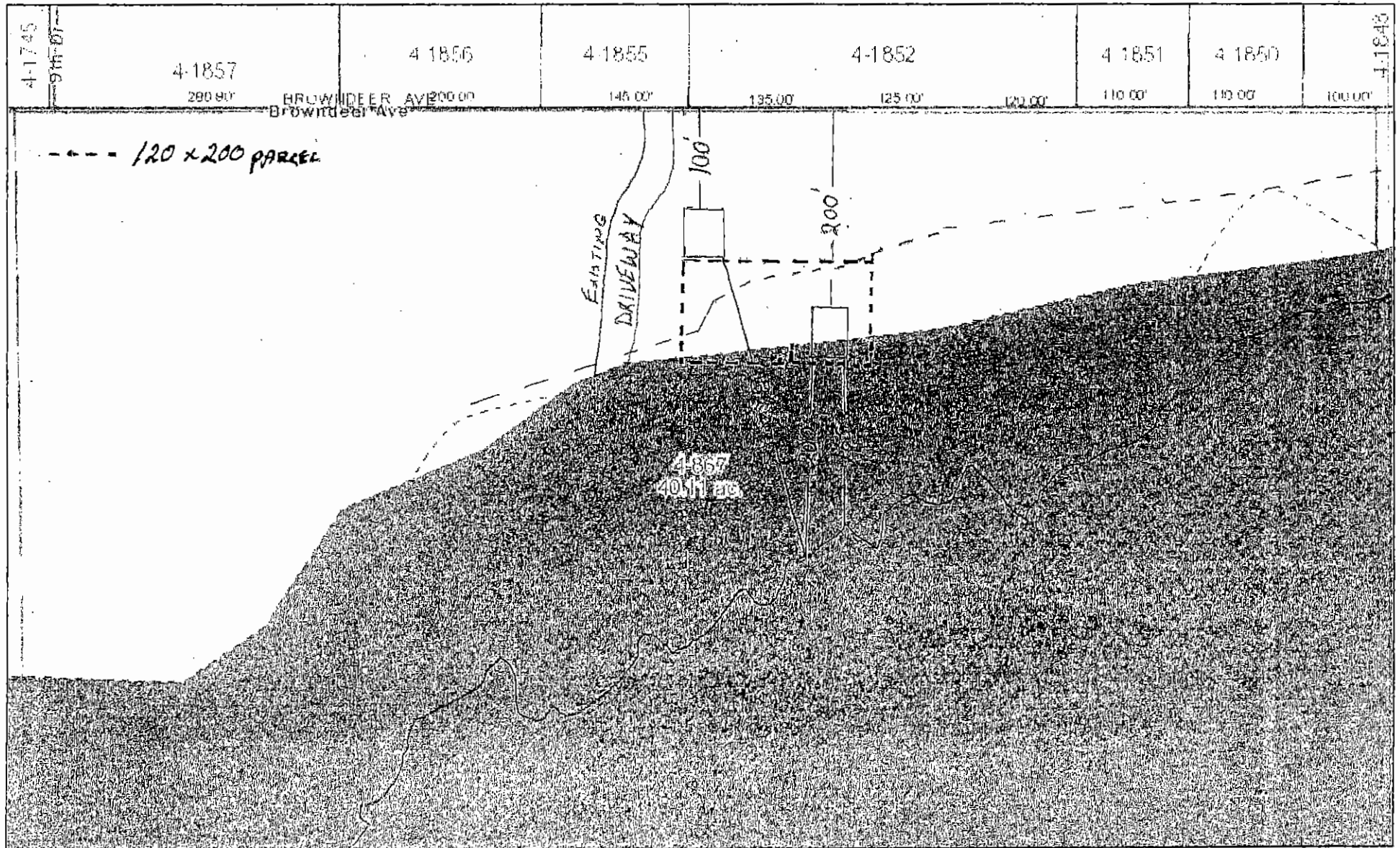
Appearing for without testimony: Dawn Spranger, owner.

No one appearing against.

Correspondence: Notification from the Town Board of Big Flats that they met on May 9, 2017 and have no objection to the zoning change. Telephone call from adjacent owner Dennis Strander with concerns of setting a precedent to build next to a creek.

Disposition: Barb Morgan made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Larry Borud seconded the motion. Roll Call. 6 – Yes. Motion carried.

Web Map

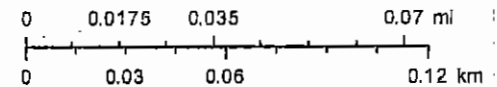


April 3, 2017

- State Highway
- County Highway
- - - Local Road
- - - Railroad
- Parcel Lines
- - - Meander Lines
- - - Inland Wetland - Point
- ▨ Uplands Conservancy Overlay
- - - Shoreland, Wetland and Habitat Protection Overlay

Adams Co.

1:2,257



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AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

P30

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Comprehensive Zoning Ordinance as Ordinance No. 17A-2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the Town Board of Jackson on March 30, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On May 15, 2017, Bruce C. & Kathryn M. Rodger, owners, petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone a 36 acre parcel in the Town of Jackson, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on June 7, 2017, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

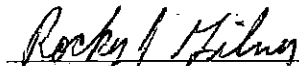
The County Board of Supervisors of the County of Adams does ordain as follows:

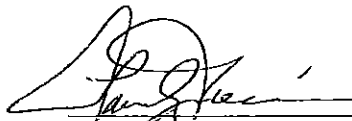
Zoning Change: The Adams County Comprehensive Zoning Ordinance 17A-2010, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A1 Exclusive Agriculture District to an A1-15 Exclusive Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the parcel to be split;

Property located in the NE ¼, NW ¼, Section 28, Township 15 North, Range 7 East at 470 Cty Road I, Town of Jackson, Adams County, Wisconsin.

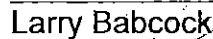
Published in the Times Reporter, the official newspaper of Adams County, on the _____ day of June, 2017

Recommended for enactment by the Adams County Planning and Zoning Committee on this 7th day of June, 2017.


Rocky Gliner, Chair

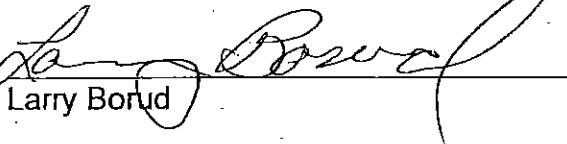

Randy Theisen


Barb Morgan, Vice Chair


Larry Babcock


Al Sebastiani/Jack Allen


Fred Nickel


Larry Borud

Enacted _____

Defeated _____ by the Adams County Board of Supervisors

Tabled _____ this _____ day of June, 2017

John West, Board Chair

Cindy Phillippi, County Clerk

ADAMS CO PLANNING & ZONING COMMITTEE

JUNE 7, 2017.

ROOM A260 1:00 P.M. -Courthouse
Friendship, WI 53934

Bruce C. & Kathryn M. Rodger – Rezoning request of a 36 acre parcel from an A1 Exclusive Agriculture District to an A1-15 Exclusive Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the property to be split and located in the NE ¼, NW ¼, Section 28, Township 15 North, Range 7 East at 470 Cty Road I, Town of Jackson, Adams County, Wisconsin.

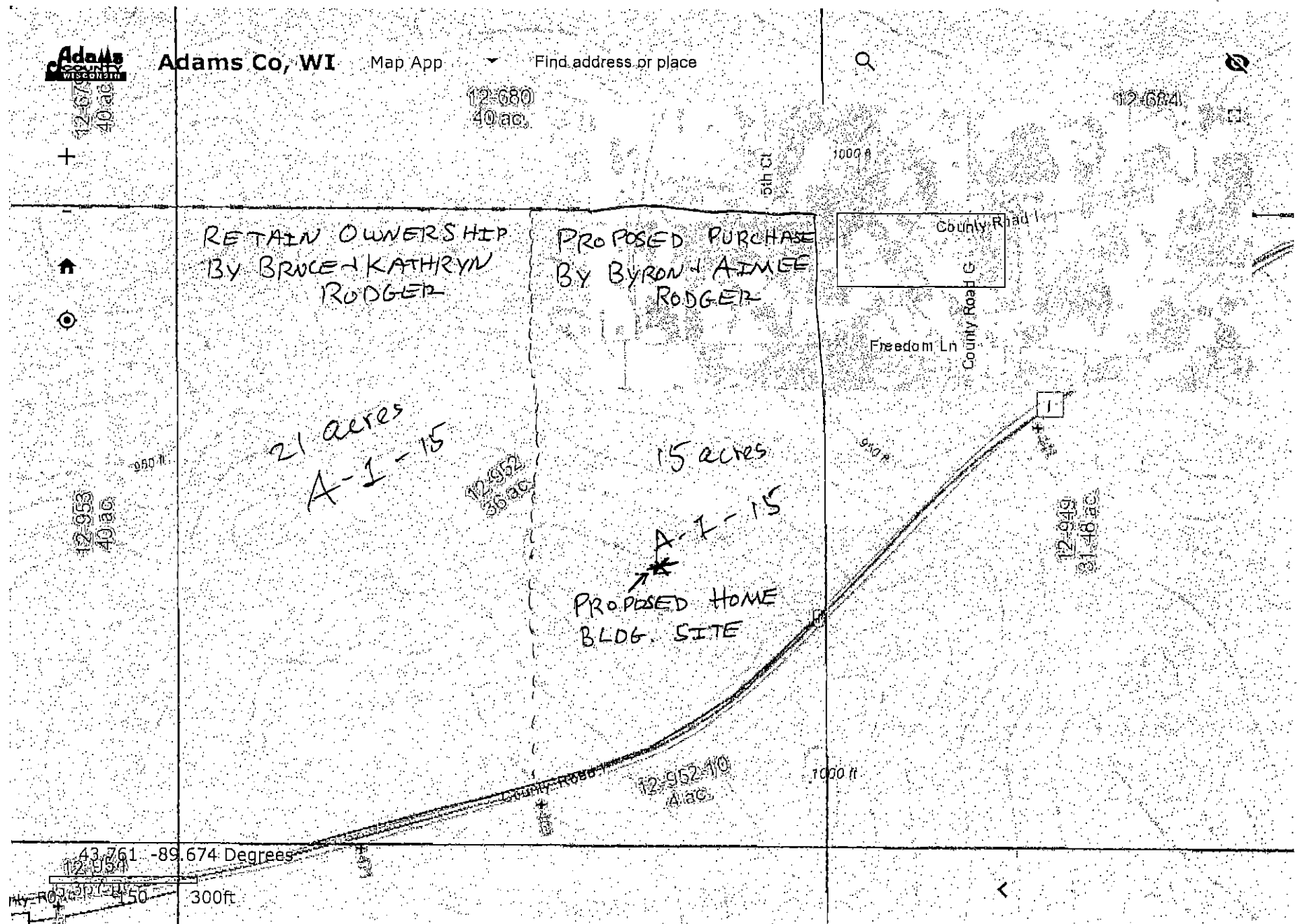
Appearing for with testimony: Bruce Rodger, owner.

Appearing for without testimony: Kathryn Rodger, owner.

No one appearing against.

Correspondence: Notification from the Town Board of Jackson that they met on May 9, 2017 and have no objection to the zoning change; Memo from Highway Commissioner Kotlowski with no concerns regarding access.

Disposition: Larry Borud made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Randy Theisen seconded the motion. Roll Call. 6 – Yes. Motion carried.



ORDINANCE 17 - 2017
AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

P33

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 21, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance and revised on August 3, 2011, with an effective date of August 16, 2011, and

WHEREAS: On William H. & Nancy Haight, owners, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a portion of property (approx. 1.93 acres) in the Town of Lincoln, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on June 7, 2017 and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

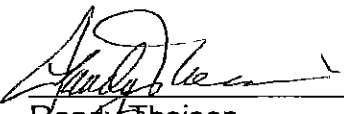
Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 14-2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Conservancy District to a Recreational/Residential District.

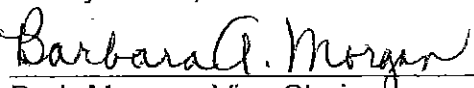
Property located in the NE ¼, NW ¼, Section 6, Township 17 North, Range 7 East at 653 Cty Road J, Town of Lincoln, Adams County, Wisconsin.

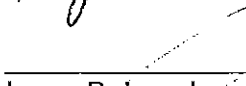
Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of June, 2017.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 7th day of June, 2017.

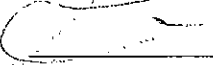

Rocky Gilmer, Chair


Randy Theisen


Barb Morgan, Vice Chair


Larry Babcock


Al Sebastiani/Jack Allen


Fred Nickel


Larry Borud

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of June, 2017

John West, Board Chair

Cindy Phillippi, County Clerk

ADAMS CO PLANNING & ZONING COMMITTEE
JUNE 7, 2017.
ROOM A260 1:00 P.M. -Courthouse
Friendship, WI 53934

William H. & Nancy K Haight – Rezoning request of a portion of a 43.5 acre parcel (1.93 acres) from a Conservancy District to an R&R Recreational/Residential District of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to allow an existing dwelling to become conforming and allow construction of an accessory building on property located in the NE ¼, NW ¼, Section 6, Township 17 North, Range 7 East at 653 Cty Road J, Town of Lincoln, Adams County, Wisconsin.

Appearing for with testimony: Greg Rhinehart, Surveyor representing the Haight's.

Appearing for without testimony: None.

Correspondence: Notification from the Town Board of Lincoln that they met on April 20, 2017 and have no objection to the zoning change; Peter Church as adjacent owner with no objections; Memo from Highway Commissioner Kotlowski with no concerns regarding additional access.

Disposition: Fred Nickel made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Al Sebastiani seconded the motion. Roll Call. 6 – Yes. Motion carried.

FIELD BOOK #	FILE	DRAWN BY	GPR	PROJECT #	R18547000
PAGES #	FILE	CHECKED BY	EJS	SHEET #	1 OF 1

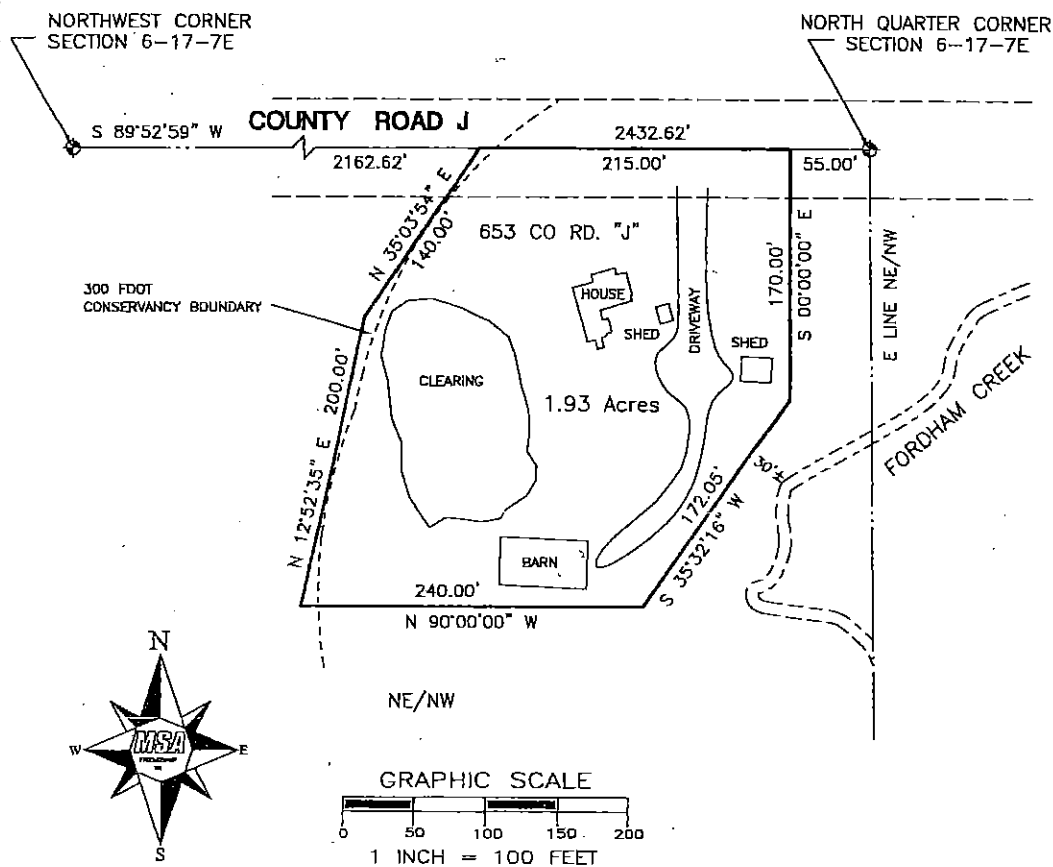


CLIENT:

WILLIAM AND NANCY HAIGHT
51 BURROWS RD
MADISON, WI 53704

AREA FOR REZONING

PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER
SECTION 6, TOWNSHIP 17 NORTH, RANGE 7 EAST, TOWN OF LINCOLN,
ADAMS COUNTY, WISCONSIN.

**LEGEND**

◆ - HARRISON MONUMENT, FD.

THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 6-17-7
WAS ASSIGNED A BEARING OF S89°52'59"W AS THE
BASIS OF BEARINGS ON THIS MAP.

SURVEYOR'S SEAL



MSA PROFESSIONAL SERVICES
GREGORY P. RHINEHART, PROFESSIONAL LAND SURVEYOR, S-1478

DATE

2/28/2017

NOTE: IF THE SURVEYOR'S SEAL AT LEFT IS NOT RED IN COLOR, THE SURVEY
IS A COPY AND SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS.
THE CERTIFICATION CONTAINED ON THIS DOCUMENT SHALL NOT APPLY TO COPIES.

ORDINANCE 18 - 2017**AN ORDINANCE TO REVISE AND CONSOLIDATE, AMEND, SUPPLEMENT
AND CODIFY THE GENERAL ORDINANCES OF ADAMS COUNTY**

The Board of Supervisors of Adams County does hereby ordain as follows:

§ 1-11. Adoption of Code. Pursuant to § 66.0103, Wis. Stats., the ordinances of Adams County of a general and permanent nature adopted by the Board of Supervisors of Adams County, as revised, codified and consolidated into chapters and sections by General Code, and consisting of Chapters 1 through 405; are hereby approved, adopted, ordained and enacted as the "Code of Adams County," hereinafter referred to as the "Code."

§ 1-12. Code supersedes prior ordinances. This ordinance and the Code shall supersede all other general and permanent ordinances enacted prior to the enactment of this Code, except such ordinances as are hereinafter expressly saved from repeal or continued in force.

§ 1-13. Continuation of existing provisions. The provisions of the Code, insofar as they are substantively the same as those of the ordinances in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and not as new enactments, and the effectiveness of such provisions shall date from the date of adoption of the prior ordinances.

§ 1-14. Copy of Code on file. A copy of the Code has been filed in the office of the County Clerk and shall remain there for use and examination by the public for at least two weeks, in accordance with § 66.0103, Wis. Stats., and until final action is taken on this ordinance, and, if this ordinance shall be adopted, such copy shall be certified to by the County Clerk, and such certified copy shall remain on file in the office of said County Clerk to be made available to persons desiring to examine the same during all times while said Code is in effect.

§ 1-15. Amendments to Code. Any and all additions, deletions, amendments or supplements to the Code, when adopted in such form as to indicate the intention of the Board of Supervisors to make them a part thereof, shall be deemed to be incorporated into such Code so that reference to the "Code of Adams County" shall be understood and intended to include such additions, deletions, amendments or supplements. Whenever such additions, deletions, amendments or supplements to the Code shall be adopted, they shall thereafter be inserted in the Code as amendments and supplements thereto.

48
49 § 1-16. Publication; filing. The Adams County Clerk, pursuant to law, shall cause
50 to be published, in the manner required by law, a notice of the adoption of this
51 ordinance. Sufficient copies of the Code shall be maintained in the office of the
52 Clerk for inspection by the public at all times during regular office hours. The
53 publication of notice of the enactment of this ordinance, coupled with the
54 availability of a copy of the Code for inspection by the public, shall be deemed,
55 held and considered to be due and legal publication of all provisions of the Code
56 for all purposes.

57
58
59 § 1-17. Code to be kept up-to-date. It shall be the duty of the County Clerk, or
60 someone authorized and directed by the Clerk, to keep up-to-date the certified
61 copy of the Code required to be filed in the Clerk's office for use by the public. All
62 changes in said Code and all ordinances adopted subsequent to the effective
63 date of this codification which shall be adopted specifically as part of the Code
64 shall, when finally adopted, be included therein by reference until such changes
65 or new ordinances are included as supplements to said Code.

66
67
68 § 1-18. Sale of Code. Copies of the Code, or any chapter or portion of it, may be
69 purchased from the Clerk or an authorized agent of the Clerk upon the payment
70 of a fee to be set by the Board of Supervisors. The Clerk may also arrange for
71 procedures for the periodic supplementation of the Code.

72
73
74 § 1-19. Altering or tampering with Code; penalties for violation. It shall be
75 unlawful for anyone to improperly change or amend, by additions or deletions,
76 any part or portion of the Code or to alter or tamper with such Code in any
77 manner whatsoever which will cause the law of Adams County to be
78 misrepresented thereby. Anyone violating this section or any part of this
79 ordinance shall be subject, upon conviction, to a penalty as provided in § 1-10 of
80 the Code.

81
82
83 § 1-20. Severability of Code provisions. Each section of the Code and every part
84 of each section is an independent section or part of a section, and the holding of
85 any section or a part thereof to be unconstitutional, void or ineffective for any
86 cause shall not be deemed to affect the validity or constitutionality of any other
87 sections or parts thereof. If any provision of this Code or the application thereof
88 to any person or circumstances is held invalid, the remainder of this Code and
89 the application of such provision to other persons or circumstances shall not be
90 affected thereby.

91
92

93 § 1-21. Severability of ordinance provisions. Each section of this ordinance is an
 94 independent section, and the holding of any section or part thereof to be
 95 unconstitutional, void or ineffective for any cause shall not be deemed to affect
 96 the validity or constitutionality of any other sections or parts thereof.

97
 98 § 1-22. Repealer. All ordinances or parts of ordinances inconsistent with the
 99 provisions contained in the Code adopted by this ordinance are hereby repealed;
 100 provided, however, that such repeal shall only be to the extent of such
 101 inconsistency, and any valid legislation of Adams County which is not in conflict
 102 with the provisions of the Code shall be deemed to remain in full force and
 103 effect. In addition, the following County ordinances are specifically repealed:

- 104
- 105 A. Ordinance No. 11-1894, bounty on wild animals.
- 106
- 107 B. Ordinance No. 1-1930, highway widths.
- 108
- 109 C. Ordinance No. 2-1940, Pension Department.
- 110
- 111 D. Ordinance No. 2-1973, Community Mental Health, Mental Retardation,
- 112 Alcoholism and Drug Abuse Services, as amended by Ordinance No. 10-
- 113 1974.
- 114
- 115 E. The Sanitary Ordinance adopted August 1968 and amended by Ordinance
- 116 No. 8-1974.
- 117
- 118 F. Ordinance No. 5-1976, An Ordinance Creating the Adams County Water
- 119 Safety Patrol.
- 120
- 121 G. Ordinance No. 12-1981, Policy on Legal Settlement and Work Relief in
- 122 General Relief.
- 123
- 124

125 § 1-23. Ordinances saved from repeal. The adoption of this Code and the repeal
 126 of ordinances provided for in § 1-22 of this ordinance shall not affect the
 127 following ordinances, rights and obligations, which are hereby expressly saved
 128 from repeal:

- 129
- 130 A. Any ordinance adopted subsequent to March 21, 2017.
- 131
- 132 B. Any right or liability established, accrued or incurred under any legislative
- 133 provision prior to the effective date of this ordinance or any action or
- 134 proceeding brought for the enforcement of such right or liability.
- 135

- 136 C. Any offense or act committed or done before the effective date of this
137 ordinance in violation of any legislative provision or any penalty, punishment
138 or forfeiture which may result therefrom.
139
- 140 D. Any prosecution, indictment, action, suit or other proceeding pending or any
141 judgment rendered prior to the effective date of this ordinance brought
142 pursuant to any legislative provision.
143
- 144 E. Any franchise, license, right, easement or privilege heretofore granted or
145 conferred.
146
- 147 F. Any ordinance providing for the laying out, opening, altering, widening,
148 relocating, straightening, establishing grade, changing name, improvement,
149 acceptance or vacation of any right-of-way, easement, street, road, highway,
150 park or other public place or any portion thereof.
151
- 152 G. Any ordinance appropriating money or transferring funds, promising or
153 guaranteeing the payment of money or authorizing the issuance and delivery
154 of any bond or other instruments or evidence of the County's indebtedness.
155
- 156 H. Ordinances authorizing the purchase, sale, lease or transfer of property or
157 any lawful contract or obligation.
158
- 159 I. The levy or imposition of taxes, assessments or charges.
160
- 161 J. The annexation or dedication of property or approval of preliminary or final
162 subdivision plats.
163
- 164 K. Ordinances providing for improvements or assessing taxes or special
165 assessments therefor.
166
- 167 L. All currently effective ordinances pertaining to the rate and manner of
168 payment of salaries and compensation of County officers and employees.
169
- 170 M. Any legislation relating to or establishing a pension plan or pension fund for
171 County employees.
172
- 173 N. Any ordinances adopting or amending a zoning map or otherwise rezoning
174 property.
175
- 176 O. Any ordinance or portion of an ordinance establishing a specific fee amount
177 for any license, permit or service obtained from the County.
178
- 179 P. Any charter ordinance.
180

181 Q. Any ordinance or portion of an ordinance establishing or amending a deposit
182 or bond schedule.

183

184

185 § 1-24. Changes in previously adopted ordinances.

186

187 A. In compiling and preparing the ordinances for publication as the Code of
188 Adams County, no changes in the meaning or intent of such ordinances have
189 been made, except as provided for in Subsections C and D hereof. In
190 addition, certain grammatical changes and other minor nonsubstantive
191 changes were made in one or more of said pieces of legislation. It is the
192 intention of the Board of Supervisors that all such changes be adopted as
193 part of the Code as if the ordinances had been previously formally amended
194 to read as such.

195

196 B. The adoption of the Code includes the adoption of the following new
197 ordinances: Chapter 1, General Provisions, Article I, Construction and
198 Penalties, and Chapter 21, County Jail, Article I, Huber Law.

199

200 C. The following changes are made throughout the Code:

201

202 1) References to specific chapters and sections of the Wisconsin Statutes and
203 Wisconsin Administrative Code are revised to reflect the numbering of the
204 statutes and Administrative Code as of the publication of this Code.

205

206 2) References to the "Department of Health and Social Services" and
207 "Department of Health and Family Services" are amended to read
208 "Department of Health Services."

209

210 3) References to the "Department of Industry, Labor and Human Relations"
211 and "Department of Commerce" are amended to read "Department of
212 Safety and Professional Services."

213

214 4) References to the "Planning and Development Committee" and "Zoning
215 Commission" are amended to "Planning and Zoning Committee."

216

217 5) References to the "Planning Director," "Planning and Zoning Director" and
218 "Zoning Administrator" are amended to "Planning and Zoning
219 Administrator."

220

221 6) References to the "Zoning Department" are amended to "Planning and
222 Zoning Department."

223

224 7) References to the "Sheriff's Department" and "Law Enforcement
225 Department" are amended to "Sheriff's Office."

8) References to the "Health Department" and "Public Health Department" are amended to the "Health and Human Services Department."

9) The titles "Chairman" and "Chairperson" are amended to "Chair."

D. In addition, the amendments and/or additions as set forth in Schedule A attached hereto and made a part hereof are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the ordinances as they have been renumbered and appear in the Code.)

§ 1-25. When effective. This ordinance shall take effect upon passage and publication as required by law.

Recommended for enactment by the Administrative and Finance Committee this 9th day of June, 2017.

Mark Hamburg

David Drilling

Sebastian Parr

John West

Enacted _____

Defeated _____ by the Adams County Board of Supervisors

Tabled this 20th day of June, 2017.

Chairman

County Clerk

☒ Reviewed by Corporation Counsel

☒ Reviewed by County Manager/Administrative Coordinator

**Adams County
Schedule A
(As Referenced in § 1-24D)**

Chapter 5, Aging Unit.

Section 5-5A is amended as follows: "The membership of the County Aging Unit shall ~~consist of five members~~ include one member of the Adams County Board."

Chapter 17, Citations.

Section 17-1D is amended to change "the schedule contained herein" to "the schedule of cash deposits."

Section 17-3A is amended to read as follows:

A. Ordinances identified.

- (1) Zoning Ordinance, adopted by Ordinance No. 1-1983, as amended, Chapter 405 of the County Code.
- (2) Shoreland, Wetland and Habitat Protection Ordinance, adopted December 14, 1970, as amended, Chapter 396 of the County Code.
- (3) Floodplain Zoning Ordinance, adopted October 20, 1987, as amended, Chapter 370 of the County Code.
- (4) Building Code Ordinance, adopted by Ordinance No. 3-1980, as amended, Chapter 166 of the County Code.
- (5) Land Division Ordinance, adopted by Ordinance No. 9-1992, as amended, Chapter 382 of the County Code.
- (6) Private On-Site Wastewater Treatment Systems Ordinance, adopted August 28, 1968, as amended, Chapter 294, Article I, of the County Code.
- (7) Mobile Service Facilities and Support Structures Ordinance, adopted by Ordinance No. 03-2016, as amended, Chapter 386 of the County Code.

Section 17-3B is amended to read as follows: "The cash deposits for the various ordinances for which a citation may be issued shall be established by the Board of Supervisors on a schedule of deposits, a copy of which is on file with the County Clerk."

Section 17-5B(2) is amended to read as follows: "Assistants of the Adams County Planning and Zoning Administrator."

Section 17-5B(3) is added to read as follows: "Adams County Conservationist."

Section 17-9 is amended to read as follows:

§ 17-9. Ordinances identified.

- A. An Ordinance To Regulate Dogs and Animal Health, adopted by Ordinance No. 7-1987, as amended, Chapter 145, Article I, of the County Code.
- B. An Ordinance Prohibiting Certain Activities Made Crimes Under Wisconsin Statutes, adopted by Ordinance No. 8-1987, as amended, Chapter 275 of the County Code.
- C. An Ordinance To Regulate Sexually Oriented Businesses, adopted by Ordinance No. 12-75-2005, as amended, Chapter 296 of the County Code.
- D. Street Name and Building Numbering Ordinance, adopted April 20, 1960, as amended, Chapter 317 of the County Code.
- E. Adams County Public Health Ordinance, adopted by Ordinance No. 20-2016, as amended, Chapter 224, Article II, of the County Code.

Chapter 30. Emergency Management.

Section 30-2 is amended to read as follows: "Pursuant to § 256.35(3)(b), Wis. Stats., there is imposed on all service users in Adams County the following charge: \$0.30 per month, subject to change per provider rates."

Section 30-3 is amended to add "Office" after "the County Emergency Management."

Section 30-4 is amended to change "Emergency Management Organization" to "Emergency Management Office."

Section 30-9 is amended to read as follows:

§ 30-9. Duties of Emergency Management Director and Deputy Director.

- A. The Director, subject to Ch. 323, Wis. Stats., and the direction of the Public Safety and Judiciary Committee, shall:
 - (1) Develop and promulgate emergency management plans for Adams County consistent with state plans.
 - (2) Coordinate and assist in the development of city, village and town emergency operation plans within the County and integrate such plans with County plans.
 - (3) Direct and coordinate the County emergency management program.
 - (4) Coordinate County-wide emergency training programs and exercises.
 - (5) Advise Wisconsin Emergency Management/Department of Military Affairs of all emergency management planning for the County and render such reports to the

adjutant general as may be required.

- (6) In case of a state of emergency proclaimed by the Governor, direct and coordinate all County and municipal emergency management activities within the County, subject to the coordinating authority of the state administrator.
 - (7) Identify and implement precautionary measures to mitigate against potential hazards.
 - (8) Prepare, maintain and annually review local emergency preparedness plans.
 - (9) Develop and maintain effective relationships with government, private and voluntary agencies with interests within the County.
 - (10) Establish, implement, maintain, test and evaluate the actual operational systems for responding to known threats to the County.
 - (11) See that all emergency tasks are carried out within the legal authority as guided by the state statutes and the County Code and participate in and contribute to the legislative and regulatory process as it relates to emergency management.
 - (12) Develop and implement public information and public relations activities.
 - (13) Perform such other duties relating to emergency management as may be required by Ch. 323, Wis. Stats., Wisconsin Emergency Management/Department of Military Affairs, the Public Safety and Judiciary Committee or the County Board.
- B. The Deputy Director, in assuming the functions of Emergency Management Director under § 323.15, Wis. Stats., shall:
- (1) Direct the Office of Emergency Management;
 - (2) Develop, promulgate and integrate into the county plan emergency management plans for the operating services of the offices;
 - (3) Direct participation of the county in such emergency management training programs and exercises as may be required on the county level or by Wisconsin Emergency Management; and
 - (4) In the absence of the Emergency Management Director, fill in in his/her stead, performing all of his/her duties.
- C. The Director, in assuming the functions of the emergency management coordination for the Local Emergency Planning Committee (LEPC) and designated as coordinator of information and community emergency coordinator, shall:
- (1) If not already complete, develop a County-wide hazardous materials response plan and submit with completed review guide to Wisconsin Emergency Management (WEM).
 - (2) Develop off-site facility plans for each facility having the threshold planning quantity (TPQ) of an extremely hazardous substance (EHS) and submit with review guides to Wisconsin Emergency Management (WEM). Update plans annually.
 - (3) Annually publish Section 324 of Public Law (P.L.) 99-499, official notice to the public concerning information available from the LEPC.
 - (4) Provide information as requested by the public concerning facility and LEPC

activities.

- (5) Receive and maintain notifications and reports from facilities.
- (6) Determine the schedule of exercises of Superfund Amendments and Reauthorization Act (SARA) plans.
- (7) Provide WEM with an official mailing address for the LEPC and annually submit an updated list of LEPC members which includes their names, group represented, addresses and phone numbers and indicates who is chair, vice chair, coordinator of information and community emergency coordinator.
- (8) Develop an outreach and public information program.
- (9) Annually exercise EPCRA/SARA plans.
- (10) Complete emergency planning grant applications. When requesting a second advance for emergency planning grant, provide WEM with information on actual expenditures to date.
- (11) Provide WEM with information concerning hazardous materials response teams and equipment available from the facilities and from government.

Section 30-13 is amended to change "Emergency Management Committee" to "Public Safety and Judiciary Committee."

Section 30-14 is amended to read as follows:

It is unlawful for any person willfully to obstruct, hinder or delay any member of the Emergency Management Office in the enforcement of any order, rule, regulation or plan issued pursuant to this article or to commit any act forbidden by any order, rule, regulation or plan issued pursuant to the authority contained in this article. A violation of this section shall be subject to a forfeiture of not more than \$200.

Chapter 34, Ethics.

Section 34-6C is amended to change "applicable home committee" to "applicable committee."

Section 34-6H is amended to change "excused by the Board or Commission Chair" to "excused by the Board Chair."

Section 34-14A is amended as follows: "The recommendations made by the Ethics Board may include a recommendation of the action and/or discipline that the Ethics Board believes that the ~~official or employee by the~~ official's or employee's governing, appointing or hiring authority should consider taking."

Section 34-15B is amended as follows: "Any action taken by an official or employee that is deemed in violation of this ~~section~~ chapter may be deemed void by Adams County."

Chapter 40, Finance and Taxation.

Section 40-1 is amended to change "From and after effective on adoption" to "From and after the adoption of this article."

Section 40-2 is amended to read as follows: "The interest rate on delinquent personal property taxes, general property taxes, special assessments, special charges and special taxes included in the tax roll for collection is 1% per month or fraction of a month."

Section 40-3 is amended to read as follows:

Pursuant § 74.47(2), Wis. Stats., there is hereby imposed a penalty of up to 0.5% per month or fraction of a month, in addition to the interest under § 40-2 above [§ 74.47(1), Wis. Stats.], on any delinquent personal property taxes, general property taxes, special assessments, special charges and special taxes included in the tax roll which are delinquent on the effective date of this article.

Section 40-8 is amended to change "retain payments" to "retain overpayments."

Chapter 51, Industrial Development Agency.

Section 51-4 is amended to change "Finance Committee" to "Administrative and Finance Committee."

Section 51-5 is amended to read as follows:

The articles of incorporation shall provide for the following members of the Agency who shall serve as the Board of Directors: representatives from the Adams Columbia Electric Cooperative, the Adams County Board of Supervisors, Adams County banks, the local business community, the City of Adams, and the Village of Friendship. The Board of Directors should reflect the diversity of needs in Adams County. The following officials shall, by virtue of their positions, be considered ex officio members of the Board and may attend meetings of the Board of Directors: President of the Village of Friendship, Mayor of the City of Adams, and all chairs of all town boards within Adams County. The Board of Directors may extend ex officio status to school officials, County Board personnel, or anyone else, should it choose to do so.

Chapter 81, Officers and Employees.

Original § 4 of Ordinance No. 03-2010 providing for an ad hoc committee is repealed.

Chapter 90, Public Safety and Judiciary Committee.

Throughout this chapter, "Law Enforcement Committee" is amended to "Public Safety and Judiciary Committee."

Section 90-3B is amended to change "Finance Committee" to "Administrative and Finance Committee."

Section 90-5D(4) is amended as follows: "The Sheriff shall notify the Chair of the Public Safety and Judiciary Committee in writing when a candidate's qualifications are inadequate and request that the name of the candidate be removed from any roster or list for any of the following:"

Chapter 130, Agricultural Practices.

Section 130-1 is amended to change "Chapters 134 and 139 and Subchapter IX of Chapter 254 of Wisconsin State Statutes" to "§§ 86.04 and 943.01, Wis. Stats."

Section 130-7A is amended to add "shall be subject to regulation under this article" at the end of the subsection.

Section 130-7F and G are amended to add "shall be subject to regulation under this article" at the end of the first sentence.

Section 130-19 is amended to change "Land and Water Department" to "Land and Water Conservation Department" and as follows: "~~Upon receipt of an application for a license for operation of a spray irrigation manure distribution system,~~ Adams County shall hold a public hearing within 45 days upon receipt of an application for a license for operation of a spray irrigation manure distribution system."

Section 130-20 is amended to change "permit" to "license."

Section 130-21 is amended to change "Adams County Court" to "Adams County Circuit Court."

Chapter 134, Airport.

Sections 134-10 and 134-35 are amended to change the fine for a first violation from \$75 to \$100 and to change the fine for a second violation from \$150 to \$200.

Section 134-16D is amended to revise the last sentence to read as follows:

Any present tenant/operator who in accordance with this subsection is not made to fully comply with these minimum standards and procedures on their effective date shall, at the time of transfer or expiration of such existing lease, or in any case no later than three years after the effective date of these minimum standards, be required to comply with all applicable provisions of these minimum standards and procedures.

Section 134-17B is amended as follows: "Before taking title to these leasehold improvements, the County may require waivers of lien to be provided from all ~~suppliers~~, contractors, subcontractors, or suppliers of any labor, supplies, equipment or services involved in such improvements."

Section 134-18P is amended to revise the last sentence to read as follows: "In this regard, tenants shall require that aircraft that they own, operate, or make available have proper certificates and that such aircraft are operated by personnel who hold appropriate and current FAA pilot and medical certificates."

Section 134-22D is amended as follows: "The operator shall provide on-call service ~~either~~ eight hours daily, six days per week."

Chapter 145, Animals.

Section 145-2B is amended to change "the deposit schedule established by the ordinance" to "the deposit schedule established by the County Board of Supervisors" and to delete the following: "Any person making a deposit and stipulating to guilt or no contest under this Ordinance must do so by posting \$67.50."

Chapter 151, Assemblies, Mass Public

Section 151-2C is amended to change "the fee for each license shall be \$100" to "the fee for each license shall be set by the Board of Supervisors."

Section 151-3B(3) is amended to change "to comply with the requirements of Table 55.32, Wis. Admin. Code Chapter COMM 55" to "to comply with the requirements of the Wisconsin Administrative Code."

Sections 151-3B(6), 151-5 and 151-6 are amended to change "Law Enforcement Committee" to "Public Safety and Judiciary Committee."

Section 151-4C(3) is amended to change "800 or more persons" to "500 or more persons."

Section 151-4D is amended as follows: "The application shall include the above information in sufficient detail to determine the applicant's compliance with this chapter."

Chapter 206, Firearms and Weapons.

Section 206-1 is amended to delete "to discharge any bow and arrow or."

The definition of "weapon" in § 206-6 is amended to delete "[as defined in § 941.24(1), Wis. Stats.]" after "switchblade."

Section 206-10 is amended to add "Violation of this article shall be subject to the following penalties:" and to revise Subsection A to read as follows: "As applicable, referral to law enforcement or the District Attorney for prosecution, including a fine of up to \$500 under §§ 175.60(17) and 943.13, Wis. Stats., or any other applicable statutes."

Chapter 221, Hazardous Materials.

Section 221-7 is amended to change "Coordinator of Emergency Management" to "Emergency Management Director."

Chapter 245, Mining, Nonmetallic.

Section 245-1 is amended to read as follows: "This chapter shall be known as the 'Nonmetallic Mining Reclamation Ordinance for the County of Adams,' hereafter referred to as 'this chapter.'"

Sections 245-6C(1), 245-7 and 245-16B(2) are amended to change the references to the Planning and Development Committee to the Land and Water and Resources and Recreation Committee.

Section 245-10 is amended to change "10(16)(b) below" to "§ NR 135.03(16)(b), Wis. Adm. Code."

Section 245-16B(3) is amended as follows: "The fee for such hearing shall be shall be equal to the amount specified in ~~Addendum A Table 4~~ the current fee schedule."

Section 245-24A and B are amended to replace "Addendum A" with "the current fee schedule."

Section 245-25 is amended as follows:

To revise the first sentence in Subsection A as follows: "Operators of all nonmetallic mining sites subject to reclamation permits issued under this chapter shall pay annual fees to Adams County LWCD."

To revise Subsection B as follows: "For sites on which no nonmetallic mining has taken place during a calendar year, fees to be paid under this section for the following year shall be \$15 as provided on the current fee schedule."

To change "Addendum A" to "the current fee schedule" in Subsection C.

Chapter 248, Minors.

Section 248-5A is amended to read as follows:

Suspension of the pupil's operating privileges for not less than 30 days nor more than one year. The Court may take possession of any suspended license. If the Court takes possession of a license, it shall destroy the license. The Court shall forward to the Department of Transportation a notice stating the reason for and the duration of the suspension.

Section 248-5E is amended to update the reference to the Department of Industry, Labor and Human Relations to the Department of Workforce Development.

Chapter 267, Parks and Recreation.

Section 267-14C(4) is amended as follows: "No hunting and/or trapping is permitted within 50 feet of any park road or hiking trail, and hunting and/or trapping shall occur outside of established public park use areas, swim areas, playgrounds and other ~~high-intense~~ high-intensity public use areas."

Section 267-18C is amended as follows:

Said citation shall inform the individual of the offense ~~violations~~, the date and time of appearance in court, and the forfeiture deposit required when applicable. The citation shall be immediately forwarded to the Park Manager who shall then consult with Adams County Corporation Counsel. Park patrol shall have at all times the right to enter the premises of any County park building, structure, or enclosure in any park or parkway, including such grounds, buildings, structures, or enclosures which may be leased or set aside for private or exclusive use of any individual or group of individuals, for the purpose of determining that there is compliance with this article and the rules, regulations, and/or directives approved by the Committee, and may use all necessary means to attain that end.

Chapter 271, Pawnbrokers.

Section 271-5B is amended to change "subject to s. 111.32(5)(h)2b, Wis. Stats." to "subject to § 134.71, Wis. Stats."

Section 275-5C is amended to change "The license fee is \$210 per year" to "The license fee shall be as prescribed by § 134.71(11)(a), Wis. Stats."

Chapter 275, Peace and Good Order.

Section 275-1 is amended to delete the following references to the Wisconsin Statutes: § 941.22, 941.24, 947.047, 947.15, and 125.68(4), (6) and (8).

Section 275-2B is amended to read as follows:

Persons arrested or cited for violation of this chapter shall be permitted to make deposits in accordance with the deposit schedule established by the County Board of Supervisors. All deposits shall be made to the Clerk of Circuit Court's office. Any deposit accepted by the Adams County Sheriff's Office shall be brought to the Clerk of Circuit Court's office as soon as possible after receipt thereof.

Chapter 294, Sewers and Sewage Disposal.

The definition of "POWTS" in § 294-2 is amended to delete "for private sewage system" after "has the meaning given."

Section 294-4C(2) is amended to add "shall be submitted" at the end of the subsection.

Section 294-4C(3) is amended to change "registered land surveyor" to "professional land surveyor."

Section 294-7A is amended to add "The intent of this section is" at the beginning of the subsection.

Section 294-7B is amended to add "The purpose of this section is" at the beginning of the subsection.

Section 294-8B is amended to replace the opening paragraph with the following: "The Board of Adjustment established under Chapter 405, Zoning, § 405-23 of this Code shall serve as the Board of Adjustment for this article."

Section 294-9A is amended to change "will hereafter be establish in violation" to "will be in violation of this article."

Section 294-9B(2) is amended to change "as a special assessment for current services rendered, as prescribed by § 66.60, Wis. Stats." to "as a special charge for current services rendered, as prescribed by § 66.0627, Wis. Stats."

Chapter 296, Sexually Oriented Businesses.

Sections 296-1D(2) and 296-3 are amended to add "adult novelty stores," "adult theaters" and "massage parlors" and to change "sexual encounter centers" to "sexual encounter establishments."

The definition of "public building in § 296-4 is amended to delete "the city" after "the County."

The definition of "sexually oriented business" in § 296-4 is repealed.

The definition of "massage parlor" in § 296-4 (Subsection I in the definition of "sexually oriented businesses) is amended as follows:

Any place where, for any form of consideration or gratuity, massage, alcohol rub, administration of fomentations, electric or magnetic treatments, or any other treatment or manipulation of the human body which occurs as a part of or in connection with specified sexual activities, or where any person providing such treatment, manipulation, or service related thereto exposes his or her specified anatomical areas.

Section 296-5B(4) is amended as follows: "Residential district or historical/cultural district."

Section 296-5D is amended to add "day-care facility" after "school."

Section 296-5G is amended to add "or day-care facility" after "historical/cultural district."

Section 296-6B(8) is amended to add "shall be submitted" to the end of the subsection.

Section 296-6K(4) is amended to change "District Court" to "Circuit Court."

Chapter 302, Snowmobiles.

Throughout this chapter, "Parks Committee" is amended to "Administrative and Finance Committee."

Section 302-2A is amended to change "to drive" to "shall drive."

Section 302-3A(1) is amended to read as follows:

Landowners whose property is traversed by a County snowmobile trail are exempt from the above requirements on their own property. It is further recommended, if landowners are using the trail which traverses their property for their livelihood, that the landowners immediately

contact the snowmobile club responsible for maintenance of the trail segment to correct any unsafe trail conditions.

Section 302-4 is amended to read as follows:

Except as otherwise specifically provided in this chapter, the statutory provisions describing and defining regulations with respect to snowmobiles in Chapters 346 and 350 of the Wisconsin Statutes are adopted by reference and made part of this chapter as if fully set forth herein. Acts required to be performed or prohibited by such statutes are required or prohibited by this chapter. Any future amendments, revisions, or modifications of the herein adopted and incorporated statutory provisions are intended to be made part of this chapter.

Chapter 306, Solid Waste.

Section 306-5 is amended to revise the last sentence to read as follows: "Where a provision of this article is required by Wisconsin Statutes, or by a standard in Ch. NR 544, Wis. Adm. Code, and where the provision of this article is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and the Chapter NR 544 standards in effect on the date of the adoption of this article, or in effect on the date of the most recent text amendment to this article."

The two definitions of "municipality" in § 306-22A are amended into a single definition reading as follows: "All towns, villages and cities within the County subject to the County's responsible unit status and the duties and powers stated in § 287.09, Wis. Stats., which direct solid waste and recyclables produced within their boundaries into the County solid waste management system."

Section 306-24A is amended to delete "attached hereto and incorporated herein as Appendix C."

Section 306-28A(3) is amended to delete "a copy of which is attached hereto and incorporated herein as Appendix D."

Chapter 313, Stormwater Management.

Section 313-1 is amended to read as follows: "This article shall be known as the 'Adams County Stormwater Runoff Ordinance,' hereinafter referred to as 'this article.'"

The definition of "applicable review authorities" in § 313-7 is amended to change "Parks Director" to "Director of Parks and Recreation."

The definition of "common plan of development" in § 313-7 is amended to change "land developing activity" to "land development activity."

Throughout Article I, "land disturbance activity" is amended to "land disturbing activity."

The definition of "site" in § 313-7 is amended as follows: "The entire area included in the legal description of the land on which the land disturbing or land development activity will occur."

Section 313-8C is amended to change "The following land development activities apply to the requirements of this article" to "The following land development activities are subject to the requirements of this article."

Section 313-12A is amended to change "as they are standard" to "as they may be documented."

Chapter 325, Tattoo and Body Piercing Establishments.

The definition of "ACPH" in § 325-1 is amended to change "Department of Health, Social Service and Aging" to "Health and Human Services Department."

The definition of "Department" in § 325-1 is amended to change "Department of Health and Family Services" to "Department of Safety and Professional Services."

Section 325-10B(2) is amended to change "Health Director" to "Health Officer."

Section 325-10C(2) is amended as follows: "Any person who violates any other provision of this chapter ~~shall be imprisoned for not more than 30 days or shall forfeit not less than \$500 and not more than \$2,000 or both.~~"

Chapter 332, Tobacco Products and Smoking.

Article I, Sale to Minors, is amended in its entirety to read as follows:

§ 332-1. Adoption of statutory provisions.

- A. Except as otherwise specifically provided in this article, the statutory provisions set forth in the following sections of the Wisconsin Statutes, exclusive of any regulations for which the statutory penalty is a fine or term of imprisonment, are hereby adopted and by incorporation and reference made a part of this article as if fully set forth herein. Any future amendments, revisions, or modifications of the statutory regulations incorporated herein are intended to be made part of this article.
 - (1) Section 134.66, Restrictions on sale or gift of cigarettes or nicotine or tobacco products.
 - (2) Section 254.92, Purchase or possession of cigarettes or tobacco products by person under 18 prohibited.
- B. Any act required to be performed or prohibited by any regulation incorporated herein by

reference is required or prohibited by this article.

§ 332-2. Violations and penalties.

The penalty for violation of any provision of this article shall be a forfeiture of a sum identical to the penalty amount as provided in § 134.66(4), Wis. Stats. Where appropriate, license suspension may be imposed in addition to the forfeiture as provided in § 134.66(4)(a)3, Wis. Stats.

Chapter 343, Vehicles, Abandoned.

Section 343-3A is amended to change the impoundment period from 14 days to 10 days.

Chapter 347, Vehicles, All-Terrain.

The definition of "all-terrain vehicle" in § 347-1 is amended to read as follows:

As defined in § 340.01(2g), Wis. Stats., a commercially designed and manufactured motor-driven device that has a weight, without fluids, of 900 pounds or less, has a width of 50 inches or less, is equipped with a seat designed to be straddled by the operator, and travels on three or more low-pressure tires or non-pneumatic tires.

The definition of "Recreational Trails Coordinator" in § 347-1 and § 347-5 are amended to change "Parks Committee" to "Administrative and Finance Committee."

Section 347-4 is amended as follows:

The penalty for violation of any provision of this article shall be a forfeiture as hereinafter provided together with costs under § 814.63(1) and (2) or 814.65(1), Wis. Stats., the penalty assessment for moving traffic violations[,] and the driver improvement surcharge imposed by §§ 757.05 and 346.655, Wis. Stats., and the jail assessment imposed by § 302.46(1), Wis. Stats.[:] Any person found guilty of violating this article shall be subject to a forfeiture of not less than \$25 nor more than \$500 for each offense together with the costs of prosecution, restitution of property, and trail or sign damage, and in default of payment of such forfeiture and costs shall be imprisoned in the County jail until the same are paid for a period of time not to exceed 90 days, or until otherwise discharged pursuant to law.

Chapter 350, Vehicles and Traffic.

Section 350-4B is amended to read as follows: "Any person, firm or corporation violating any provision of this section may be required to forfeit an amount as determined by the state forfeiture schedule in effect at the time of the violation, which forfeiture schedule is adopted herein by reference. Violations may be enforced by citation or by any other procedure allowed by law."

Section 350-9 is amended as follows:

To delete the following from Subsection A(1): "Any person violating any provision of this subsection may be required to forfeit not less than \$20 nor more than \$300, pursuant to § 346.60, Wis. Stats."

To delete the following from Subsection A(2): "Any person violating any provision of this subsection may be required to forfeit an amount as determined by the state forfeiture schedule, incorporated herein by reference."

To add Subsection B, Penalty, reading: "Any person, firm or corporation violating any provision of this section may be required to forfeit an amount as determined by the state forfeiture schedule in effect at the time of the violation, which forfeiture schedule is adopted herein by reference. Violations may be enforced by citation or by any other procedure allowed by law."

Section 350-12B is amended to read as follows: "Any person, firm or corporation violating any provision of this section may be required to forfeit an amount as determined by the state forfeiture schedule in effect at the time of the violation, which forfeiture schedule is adopted herein by reference. Violations may be enforced by citation or by any other procedure allowed by law."

Section 350-20A(2) is amended to read as follows: "Any person, firm or corporation violating any provision of this Subsection A may be required to forfeit an amount as determined by the state forfeiture schedule in effect at the time of the violation, which forfeiture schedule is adopted herein by reference. Violations may be enforced by citation or by any other procedure allowed by law."

Section 350-23 is amended as follows: "Forfeitures for violations of any provision of this article shall conform to the forfeiture penalty permitted to be imposed for violations of the comparable Wisconsin Statute, including any variations or increases for subsequent offenses, ~~with the exception that the maximum forfeiture for any violation of this article shall be \$500.~~"

Section 350-28A(2) is amended to change "approved by the department" to "approved by the Department of Transportation."

Section 350-38 is amended as follows: "The municipal parking lots now or hereafter acquired or established by the Court County shall be under the supervision of the Sheriff's Office."

Chapter 370, Floodplain Zoning

Section 370-1 is amended to delete "ss. 61.35 and 62.23, for villages and cities" and "for counties."

Section 370-5H(1) is amended to delete "for counties; s. 62.23 for cities; s. 61.35 for villages."

Original § 1-1.05(L), Annexed areas for cities and villages, is repealed.

Section 370-8A is amended to change "local official" to "Zoning Administrator."

Section 370-10D is amended to change "municipal emergency government coordinator" to "Emergency Management Coordinator."

Section 370-22A is amended to delete "for counties or s. 62.23(7)(h), Stats., for cities and villages."

Section 370-25 is amended to delete the reference to § 62.23(7), Wis. Stats.

Section 370-26A(6) is amended to change "municipal zoning agency" to "Planning and Zoning Committee."

Section 370-28 is amended to delete "for counties or s. 62.23(7)(e), Stats., for cities or villages" in the first sentence and to change "zoning committee" to "Planning and Zoning Committee" in Subsection C(3).

Throughout this chapter, "Board of Adjustment/Appeals" is amended to "Board of Adjustment."

Section 370-29A and B(2) are amended to change "zoning agency" to "Planning and Zoning Committee."

Section 370-34 is amended to change "zoning agency" to "Planning and Zoning Committee" and to change "the provisions of s. 62.23, Stats., for cities and villages, or 59.69, Stats., for counties" to "the provisions of § 59.69, Wis. Stats."

The definition of "municipality or municipal" in § 370-37 is amended to read "Adams County, Wisconsin."

Chapter 382, Land Division.

Section 382-13C is amended to revise the first sentence to read as follows:

Subdivisions and County plats abutting on a lake or a navigable stream shall provide public access at least 60 feet wide providing access to the water's edge so that there will be public access, which is connected to existing public roads, at not more than one-half-mile intervals as measured along the lake or the navigable stream shore except where greater intervals and wider access are agreed upon by the Department of Natural Resources and the Department of Administration, and excluding shore areas where public parks or open space streets or roads on either side of the navigable stream are provided.

Section 382-13D is amended as follows: "This requirement applies not only to lands proposed to be subdivided but also to all lands under option to the subdivider or in which he holds any interest."

Section 382-15A(5) is amended to replace the first two sentences with the following: "All trees, stumps, and debris shall be cleared from the right-of-way and completely removed from the subdivision or burned. Unburned remains shall be removed. Ashes shall be buried outside the roadway and completely covered with soil to a natural grade."

Sections 382-22 is amended to change "registered land surveyor" to "professional land surveyor" in Subsection A and to change "40 days" to "90 days" in Subsection B.

Sections 382-23 and 382-28 are amended to change "six months" to "36 months."

Section 382-27A is amended to change "registered land surveyor" to "professional land surveyor."

Section 382-27C is amended to change "40 days" to "90 days."

Section 382-31B is amended to read as follows:

After the Planning and Zoning Administrator has determined that the township and the Highway Commissioner have no objections, he shall review the certified survey map for compliance with § 382-30 of this chapter and shall either approve or reject the survey map within 90 working days of its submittal. Approved certified survey maps shall be recorded in the office of the Adams County Register of Deeds within 12 months after the date of the last approval of the map and within 36 months after the date of the first approval of the map, otherwise said approval shall become null and void.

Chapter 386, Mobile Service Facilities and Support Structures.

Section 386-9 is amended to read as follows: "All definitions contained in § 66.0404(1), Wis. Stats., are hereby adopted and incorporated herein by reference."

Chapter 396, Shoreland, Wetland and Habitat Protection.

Section 396-4C is amended as follows:

In Subsection C(1): "Lakes, ponds or flowages in Adams County shall be presumed to be navigable as defined by this chapter ~~or~~ if they are shown on USGS maps..."

In Subsection C(2): "Rivers and streams in Adams County shall be presumed to be navigable as defined by this chapter ~~or if they~~ are designated as either continuous or intermittent waterways..."

Section 396-16 is amended to add "The purpose of this article is to" at the beginning of the section.

Sections 396-43B is amended to change "land use permit" to "zoning permit."

Section 396-83A is amended to change "final occupancy as been issued" to "a final occupancy permit has been issued."

Section 396-83B is amended to change "temporary occupancy" to "temporary occupancy permit."

Section 396-85C is amended to change "board or bureau of the municipality" to "board or bureau of the County."

In § 396-93, Definitions:

The definition of "accessory use" is amended to change "the office of a professional man, customary family occupations and workshops" to "professional home offices, customary home occupations and workshops."

The definition of "lot line, front" is amended to read as follows: "A line dividing a lot from any public highway or street, except a limited or controlled access highway to which the lot has no access."

The definition of "manufactured home lot" is amended to change "accommodation of one mobile home" to "accommodation of one manufactured home."

The definition of "manufactured home park management" is amended as follows: "The person who owns or has charge, care, or control of the manufactured home ~~or recreational vehicle~~ park."

The definition of "nonconforming uses, lots or structures" is amended as follows: "Those which do not conform to a provision or requirement of this chapter but which were lawfully established prior to the effective date of this chapter or of an amendment to this chapter."

The definition of "park model trailers" is amended to update the reference to the State Highway Department to the State Department of Transportation.

The definition of "professional home offices" is amended to change "registered land surveyors" to "professional land surveyors."

Chapter 405, Zoning.

In § 405-9, Specific definitions:

The definition of "agricultural use" is amended to read as follows:

AGRICULTURAL USE – As provided in § 91.01(2), Wis. Stats., any of the following:

A. Any of the following activities conducted for the purpose of producing an income or livelihood: (1) Crop or forage production. (2) Keeping livestock. (3) Beekeeping. (4) Nursery, sod, or Christmas tree production. (5) Floriculture. (6) Aquaculture. (7) Fur farming. (8) Forest management. (9) Enrolling land in a federal agricultural commodity payment program or a federal or state agricultural land conservation payment program.

B. Any other use that the Department of Agriculture, Trade and Consumer Protection, by rule, identifies as an agricultural use.

The definition of "manufactured home lot" is amended to change "accommodation of one mobile home" to "accommodation of one manufactured home."

The definition of "manufactured home park management" is amended as follows: "The person who owns or has charge, care, or control of the manufactured home ~~or recreational vehicle~~ park."

The definition of "nonconforming uses, lots or structures" is amended as follows: "Those which do not conform to a provision or requirement of this chapter but which were lawfully established prior to the effective date of this chapter or of an amendment to this chapter."

The definition of "park model trailers" is amended to update the reference to the State Highway Department to the State Department of Transportation.

The definition of "professional home offices" is amended to change "registered land surveyors" to "professional land surveyors."

Section 405-20B(1)(c)[6] is amended to change "street, side and rear yards" to "front, side and rear yards."

Sections 405-23G(4), 405-30A(1)(g) and 405-31A(1)(d)[2] and (2) are amended to change "Agricultural Preservation Plan" to "Farmland Preservation Plan."

Section 405-28B(1) is amended as follows: "The boundaries of these districts are hereby established as shown on the map titled "Zoning Map, Adams County, Wisconsin," dated March 1982 (revised March 18, 1998), as periodically updated, which accompanies and is part of this chapter."

Section 405-30C(2)(e) is amended as follows: "A nonrefundable application fee of ~~\$1,000~~ as set by the County Board shall accompany an application."

Section 405-30C(2)(i)[2][b] and (2)(l) are amended to change "political subdivision" to "County."

Section 405-30C(2)(n)[2] is amended as follows:

If a permitted facility is found not to be in compliance with the commitments made in the approved application, the Planning and Zoning Administrator or his designee shall issue a written notice to the livestock facility owner stating the conditions of noncompliance and directing that ~~compliance of~~ the commitments of the approved application ~~and~~ be complied with in a reasonable amount of time stated in this written notice.

Section 405-30C(3)(g) is amended to read as follows: "Location of the proposed use so as to reduce to a minimum the amount of productive agricultural land converted to such use as to meet the definition of "use consistent with agricultural use" in § 405-9 hereof."

Section 405-32B(1) is amended to delete the following:

"Livestock" means any horse, bovine, sheep, llama or other ruminants, goat, pig, or domestic fowl, including fur-bearing animals and game raised in captivity. A livestock unit equals one horse or bovine, two sheep, goats or pigs, or 20 fowl or fur-bearing animals.

Section 405-34A is amended to add "The purpose of these districts is" at the beginning of the subsection.

Section 405-34D(1) is amended to delete the following:

"Livestock" means any horse, bovine, sheep, llama or other ruminants, goat, pig or domestic fowl or other animal whether or not raised for harvest of any sort, including fur-bearing animals and game fowl raised in captivity.

Sections 405-35A, 405-36A, 405-40A(1), 405-41A, 405-42A, 405-43A(1) and 405-46A(1) are amended to add "The purpose of this district is" at the beginning of the subsection. Section 405-46A(1) is further amended to change "Aeronautics Board" to "Bureau of Aeronautics."

Section 405-36C(1) is amended to change "mobile home park" to "manufactured home park."

Section 405-36G(2)(a)[3] is amended to change "60 feet" to "100 feet."

Section 405-39I(2)(h)[2] is amended to change "navigable waters in the Town" to "navigable waters in the County."

Section 405-40B(1)(d) is amended to change "other Town laws" to "other County laws."

Sections 405-40B(1)(h) and 405-42B are amended to update "Soil Conservation Service" to "Natural Resources Conservation Service."

Section 405-42C is amended as follows: "All uses permitted conditionally by the underlying zoning district are permitted conditionally in this overlay, provided the existence of this district is taken into account as part of setting the conditions of use."

Section 405-42E(1) is amended to change "Zoning Board of Appeals" to "Board of Adjustment."

Section 405-46A(3)(a) is amended as follows: "to a height in excess of the height limit indicated on the ~~map referred to in the above~~ Height Limitation Zoning Map."

Section 405-46I is amended to change "which constitute a separate offense" to "Each day on which a violation continues shall constitute a separate offense."

Sections 405-47A(2), C(2)(b)[2] and [4] and (4) and D(4), 405-48B(5)(c) and 405-58A(1)(b) are amended to change "mobile home" to "manufactured home."

Section 405-48B(5)(d) is amended to change "200 square feet" to "180 square feet."

Section 405-49A is amended as follows: "A recreational vehicle park or campground may be established within a B-1 Rural Business District, PR Planned Residential Community District, or PSP-1 Public and Semi-Public District subject to the provisions of this chapter."

Section 405-64C is amended to add the following:

Pursuant to § 59.69(10m), Wis. Stats., and notwithstanding any other provision of this chapter, a nonconforming structure damaged or destroyed by violent wind, vandalism, fire, flood, ice, snow, mold or infestation after March 2, 2006, may be restored to the size, location, and use that it had immediately before the damage or destruction occurred, and no limits may be imposed on the costs of the repair, reconstruction, or improvement of said structure. The size of the restored structure may be larger than the size it was immediately before the damage or destruction if necessary for the structure to comply with applicable state or federal requirements.

**ORDINANCE ADOPTING
COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE**

The County Board of Supervisors of the County of Adams does ordain as follows:

WHEREAS: The State of Wisconsin Public Records Board has approved a model County Records Retention/Disposition Schedule; and

WHEREAS: Pursuant to Wis. Stats. §19.21(4)(c), the County of Adams may provide for the keeping and preservation of public records through the use of microfilm or another reproductive device, optical imaging or electronic formatting, and shall make such provision by Ordinance or Resolution; and

WHEREAS: Such public records which meet the standards set forth in Wis. Stats. sec. 16.61(7) are deemed to be an original public record; and

WHEREAS: Pursuant to Wis. Stats. §16.61(3)(b), the County of Adams may request the Wisconsin Department of Administration, Public Records Board, to safeguard the legal, financial and historical interests of the State in public records; and

WHEREAS: It is in the best interest of Adams County that a County Records Retention/Disposition Schedule be adopted.

NOW THEREFORE, the Adams County Board of Supervisors does hereby ordain as follows:

1. That the attached County Records Retention/Disposition Schedule is hereby adopted in its entirety, and each County Department shall be governed by the retention/disposition schedule contained therein.
2. That Ordinance No. 20-2011 and all other prior Ordinances or Resolutions, or parts thereof, governing County records retention or disposition, are hereby repealed.
3. That Adams County may keep and preserve public records through the use of microfilm or another reproductive device, optical imaging or electronic formatting.
4. That public records which meet the standards set forth in Wis. Stats. sec. 16.61(7) are deemed to be an original public record.
5. That Adams County may submit a Records Retention/Disposition Authorization to the Wisconsin Department of Administration Public Records Board for the safeguard of legal, financial and historical interests of the State in Adams County public records as deemed in the best interest of Adams County.
6. This Ordinance is effective upon the date of adoption by the Adams County Board.

Recommended for enactment by the Administrative & Finance Committee this 9th day of June, 2017.

Mark Hamburg

Paul D. Sullivan

Deborah Farr

John West

Enacted _____ Defeated _____ Tabled _____
by the Adams County Board of Supervisors this _____ day of _____, 2017.

Chairman

County Clerk

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ADAMS COUNTY

RECORDS RETENTION/DISPOSITION SCHEDULE

2017

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W. ADDENDA

I. Introduction

The Wisconsin Counties Association's ("WCA") Records Retention Task Force ("Task Force") was created in April, 2009. It was conceived by and was the brainchild of past WCA President Dennis O'Loughlin.

The Task Force's charge was to establish a Records Retention / Disposition Schedule for use by Wisconsin Counties that is: tailored to Wisconsin Counties; comprehensive and flexible; in compliance with legal mandates; and approved by Wisconsin's Public Records Board.

Members of the Task Force:

- A. Kathy Bernier, County Clerk, Chippewa County (Vice Chair)
- B. Connie Goss, Risk/Purchasing Manager, Chippewa County
- C. Sharon Hampson, Board of Supervisors, La Crosse County
- D. Jack Krueger, Board of Supervisors, Brown County
- E. Sharon A. Martin, Register of Deeds, Washington County
- F. Dennis O'Loughlin, WCA President/Board of Supervisors, Dane County
- G. Ellen Sorensen, Director of Administration, Fond du Lac County
- H. Grant P. Thomas, Corporation Counsel, Door County (Chair).

The Task Force gratefully acknowledges guidance and assistance of WCA Legislative Assistant David Callender, and the Wisconsin Public Records Board.

II. Purpose

The primary aims of the Records Retention/Disposition Schedule are:

- A. To provide clear guidance regarding how long to keep records and what to do with those records once that time has passed;
- B. Eliminate the need for individual counties to develop, and obtain WPRB approval of, their own records retention/disposition schedule;
- C. Facilitate uniformity, as to records retention and disposition, across Wisconsin's seventy-two counties; and
- D. Promote the effective and resource-efficient retention and disposition of records.

This is an evolving document. Please help us keep it up-to-date by letting the Task Force know of any errors or omissions, ambiguities, inconsistencies, or additions.

III. Legend

The following terms and abbreviations are used in the records retention schedule:

- AT:** After termination
- C:** Confidential
- CR:** Creation or receipt (typically the retention is calculated from the creation or receipt of a record, plus the designated number of years)

EVT:	Event (typically the retention is calculated from an event, such as the close of a case or end of the project, plus the designated number of years)
FIS:	Fiscal (meaning the current fiscal year and the designated number of years)
N:	Notify WHS before destruction
N/A:	Not applicable
P:	Permanent
PII:	Personally Identifiable Information
S:	Until superseded
W:	Waived Notification
WHS:	Wisconsin Historical Society
WPRB:	Wisconsin Public Records Board

IV. Historical Records

Notification to Wisconsin Historical Society under §19.21(4)(a) Wis. Stats. must notify the WHS sixty (60) days prior to the destruction of any record.

V. Implementation

- A. The Records Retention / Disposition Schedule is purely voluntary. It will require an affirmative act, on the part of a county, to adopt the same.
- B. There are three alternatives. A county may:
 - 1. Opt in;
 - 2. Revise and Opt in;
 - 3. Opt out in whole.

This may be accomplished by means of a county's adoption of a resolution or enactment of an ordinance and completion, execution, and filing of a "boilerplate" notification form.

Opting in (in whole or part) will not obligate a county to create a record. Doing so only requires that a county follow the Records Retention / Disposition Schedule *if* such records exist (i.e., county has created or received such records).

If revise and opt in, a county would need to obtain WPRB approval to the extent its records retention/disposition schedule varies from the approved Record Retention / Disposition Schedule.

If opt out in whole, a county would need to develop and obtain WPRB approval of an independent / separate records retention/disposition schedule / disposition guidelines.

- C. This will not impact record retention / disposition schedules previously approved by the WPRB (§16.61 Wis. Stats.). Keep in mind that WPRB approval of such “sunsets” after ten years (*Id.*). At that time the records retention schedule must be updated and resubmitted to the WPRB for approval (*Id.*).

VI. Administration [the “Nuts and Bolts”]

A. Custodian

Person empowered by statute (§19.33 Wis. Stats.) with the care and custody of public records, and tasked with the responsibility of compliance with Wisconsin’s Public Records Law (§§19.31 – 19.39 Wis. Stats.)

Unless otherwise designated in the schedule, the custodian is the: 1) department head; 2) an elected official or her/his permitted designee; and 3) for the county board and for any committees, commissions, boards or authorities created by ordinance or resolution of the county board, the county clerk.

B. Retention

Counties should pay close heed to and scrupulously follow the minimum retention period. Seven (7) years is the default retention period. (§19.21(5)(c) Wis. Stats.)

Don’t be a records hoarder. Argument can be made that only the “original record” is covered (§16.61 Wis. Stats.). Destroy duplicates (maintained for convenience or reference) when no longer needed or useful (*Id.*).

C. Disposition (i.e., Destruction or Transfer)

1. Dispose of (destroy or transfer) records when the minimum retention period expires.
2. Records retained beyond the minimum retention period are susceptible to disclosure and discovery in the context of audits, litigation, and/or public records request
3. Consideration(s) before destruction
 - a. Prior (sixty days) notification of, and offer to, State Historical Society of Wisconsin (SHSW) pursuant to §19.21(5)(d) Wis. Stats.
 - b. Determine if litigation/audit/public records request is pending. If so, place “hold” on records (i.e., cease all disposition activity) until:
 - after the public record request is granted or 60 days after request is denied (§19.35(5) Wis. Stats.) or
 - until any litigation or audit is fully and finally resolved

D. Periodic review and update (if required) of the records retention / disposition schedule guidelines is necessary.

E. Discontinuance / Withdrawal

1. Notification of the WPRB.
 2. Develop and obtain the WPRB's approval of independent/separate records retention schedule / disposition guideline concurrent with discontinuance.
- F. It is strongly recommended that counties assign responsibility (i.e., designate a position and include in position description) to administer schedule / guidelines on a continuing basis.

VII. Electronic Records / Electronically Stored Medium

- A. Remember that it's the content, not the format or medium, in determining whether it is a public record.
- B. The format/medium does matter with respect to retention and disposition.
- C. Transfer of record to optical disk or electronic storage (§16.61(7) Wis. Stats.)
1. Destruction of original may be authorized
 2. Record generated from optical imaging or electronic formatting of an original record is considered an original record
- D. Ch. ADM 12 Wis. Adm. Code - Electronic Records Management, Standards & Requirements.

VIII. Disaster Preparedness and Recovery

- A. A systematic approach to records management (i.e., retention and disposition) is an important part of a comprehensive disaster recovery plan.
- B. If a disaster occurs, records have to be recovered and restored.

IX. Retention Schedule (attached)**X. ADDENDA**

- A. Notification of Adoption of the County Records/Disposition Schedule
- B. County Clerk General Schedule and Notification of Adoption
- C. County Treasurer General Schedule and Notification of Adoption
- D. Retention and Disposal of Court Records
- E. Register of Deeds' General Schedule and Notification of Adoption
- F. District Attorney

This is designed only to give general information of subjects covered. It is not intended to provide legal advice or render a legal opinion.

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

NOTIFICATION OF ADOPTION

1. Officially [by adoption of a resolution or enactment of an ordinance] adopt, revise and adopt, or opt out¹
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to this schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

County:	Telephone (area code/no.):
Address (Street, City and Zip):	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the County Records/Disposition Schedule.

Name of appropriate authorizing official (County Board Chairperson or County Administrator/Executive):	Title:
Signature of appropriate authorizing official:	Date signed (mo/day/yr):

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the County Records/Disposition Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist:	Date Signed:	Executive Secretary-PRB:	Date Signed:
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Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

¹Opting in (in whole or part) will not obligate a county to create a record. Doing so only requires that a county follow the retention schedule / disposition guidelines if such records exist (i.e., county has created or received such records).

If opt out in part (i.e., revise and opt in)... a county would need to develop and obtain PRB approval of an independent records retention schedule / disposition guidelines for those areas not covered.

If opt out in whole... a county would need to develop and obtain PRB approval of an independent / separate records retention schedule / disposition guidelines.

**COUNTY CLERK
RECORDS RETENTION SCHEDULE**

NOTIFICATION OF ADOPTION

1. Officially adopt the general schedule by means of a county resolution or ordinance.
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

County:	Telephone (area code/no.):
Address (Street, City and Zip):	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the County Clerk Records Retention Schedule.

Name of appropriate authorizing official (County Board Chairperson or County Administrator/Executive):	Title:
Signature of appropriate authorizing official:	Date signed (mo/day/yr):

County Clerk (please print):	
Signature of County Clerk:	Date signed:

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the County Clerks Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist:	Date Signed:	Executive Secretary-PRB:	Date Signed:
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Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

COUNTY TREASURER RECORDS RETENTION SCHEDULE

NOTIFICATION OF ADOPTION

1. Officially adopt the general schedule by means of a county resolution or ordinance.
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

County:	Telephone (area code/no.):
Address (Street, City and Zip):	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the County Treasurer Records Retention Schedule.

Name of appropriate authorizing official (County Board Chairperson or County Administrator/Executive):	Title:
Signature of appropriate authorizing official:	Date signed (mo/day/yr):

County Treasurer (please print):	
Signature of County Treasurer:	Date signed:

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the County Treasurer Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist:	Date Signed:	Executive Secretary-PRB:	Date Signed:
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Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

Addendum D

Retention and Disposal of Court Records

The retention and disposal of court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72. A summary of the statutory and rule provisions follows.

Section 757.54 Wisconsin Statutes - Retention and Disposal of Court Records.

Provides that "...the retention and disposal of all court records and exhibits in any civil or criminal action or proceeding or probate proceeding of any nature in a court of record shall be determined by the supreme court by rule..."

Chapter WI SCR 72 - Retention and Maintenance of Court Records.**WI SCR 72.01.**

Establishes the minimum retention periods for original paper records of any court.

WI SCR 72.02.

Sets out the procedure for disposal of court records.

WI SCR 72.03.

Provides for the destruction of original court record after microfilming or electronically or optically storing.

WI SCR 72.04.

Requires that, prior to destruction, the custodian of the court record provide notice and offer title to the state historical society

WI SCR 72.03.

Destruction of Original Court Record after Microfilming or Electronically or Optically Storing.

WI SCR 72.06.

Addresses expunction of a court record.

Section 757.54 Wisconsin Statutes and Chapter WI SCR 72 are incorporated herein by reference as presently constituted or hereafter revised.

Addendum E

REGISTER OF DEEDS RECORDS RETENTION SCHEDULE

NOTIFICATION OF ADOPTION

1. Officially adopt the general schedule by means of a county resolution or ordinance.
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

County:	Telephone (area code/no.):
Address (Street, City and Zip):	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the Register of Deeds Records Retention Schedule.

Name of appropriate authorizing official (County Board Chairperson or County Administrator/Executive):	Title:
Signature of appropriate authorizing official:	Date signed (mo/day/yr):

Register of Deeds (please print):	
Signature of Register of Deeds:	Date signed:

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the Register of Deeds Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist:	Date Signed:	Executive Secretary-PRB:	Date Signed:
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Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

GENERAL SCHEDULE [RECORDS COMMON TO MOST COUNTY AGENCIES, BOARDS, COMMISSIONS, COMMITTEES, DEPARTMENTS, OR OFFICES]

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	General Schedules (records typically found throughout the county)					
	Accounts Payable (and supporting documents)	CR + 7 years		Waived		Balance owed to a creditor.
	Accounts Receivable (and supporting documents)	CR + 3 years		Waived		Balanced owed by a debtor.
	Accrued Paid Leave Credit	S		Waived		Compensatory time, PTO, sick, vacation or other.
	Agendas	CR + 1 year		Waived		
	Agreements	7 years after last effective date thereof	§59.52(4)(a) 10 Wis. Stats.	Waived		
	Annual Reports	CR + 3 years		Notify		
	Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel				
	Artwork / Print Masters	S		Waived		
	As-Built Drawings	Life of Project		Notify		
	Audit (external)	CR + 7 years		Waived		This includes any records associated with an audit.
	Audit (internal)	S		Waived		This includes any records associated with an audit.
	Bank Deposits	CR + 7 years		Waived		
	Bank Statements / Reconciliations	CR + 7 years	§59.61 Wis. Stats.	Waived		
	Boilerplate Forms	S		Waived		
	Blueprints (county facilities)	S		Waived		Retain until and unless superseded by as-built drawing.
	Budget (county)	CR + 3 years		Waived		Includes all records required under §65.90 Wis. Stats.
	By-Laws	S		Waived		
	Calendars	S		Waived		
	Cash Register Tapes	CR + 7 years		Waived		
	Chart of Accounts (Object Codes)	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of	Notes	P76
	Checks (cancelled / voided)	*CR + 7 years	§59.52(4)(a) 6 Wis. Stats.	Waived			
	Checks (duplicates, registers and/or logs)	CR + 7 years		Waived			
	Citations (copies)	CR + 2 years		Waived			
	Claims Made (general liability and property damage)	EVT + 3 years; EVT = Closure		Waived			
	Claims Paid (general liability and property damage)	EVT + 3 years; EVT = Payment	§59.52(4)(a) 9 Wis. Stats.	Waived		Includes papers supporting such claims	
	Code of Ethics (county)	S		Waived			
	Computer Printouts	S		Waived			
	Construction Plans (county facilities)	Life of Structure		Notify			
	Continuity of Operation (CCOP Plans)/ Continuity of Government (COG) Plans	S		Waived			
	Contracts	7 years after last effective date thereof	§59.52(4)(a) 10 Wis. Stats.				
	Correspondence (general)	CR + 3 years		Waived			
	Directory Information	S		Waived			
	Fixed Assets	EVT + 1 year; EVT = Disposition		Waived		Land, land improvements, buildings, machinery and equipment, and construction in progress.	
	Fund Transfers	FIS + 4 years		Waived			
	Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived		Unless otherwise specified in the terms and conditions of the award.	
	Indexes	S		Waived		Until superseded or as long as the records they index exist.	
	Insurance Policies (to which the county is a party)	7 years after last effective date thereof	§59.52(4)(a) 10 Wis. Stats.	Waived		Consider permanent retention, as may be relevant for current claims	
	Inventories (equipment and furnishings)	S		Waived			
	Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a) 10 Wis. Stats.	Waived		Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records	
	Journal Entries/General Ledger	FIS + 4 years		Notify			

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Leases	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
	Ledger Card Reports, EOM (BAS)	S		Waived		
	Ledger Card Reports, EOY (BAS)	S		Waived		
	Legal Opinions	Permanent		Waived		
	Mailing Lists	S		Waived		
	Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
	Manual Warrants	CR + 1 year		Waived		
	Manuals (equipment)	Life of Asset		Waived		
	Master Project Files	CR + 20 years		Waived		
	Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a) Wis. Stats.	Waived		Toxic substance information requirements
	Minutes (commissions, committees and boards)	CR + 3 years		Notify		Original minutes only
	Ordinances and Resolutions (enacted/adopted)	S		Notify		
	Organizational Charts	S		Waived		
	Payment Vouchers	FIS + 4 years		Waived		
	Payroll Records	CR + 3 years		Waived		FLSA
	Personnel (expenses)	S		Waived		
	Personnel (files)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (grievances)	EVT + 7 years: EVT = Case closed		Waived		
	Personnel (job descriptions)	S		Waived		
	Personnel (performance evaluations)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (recruitment and selection)	1 year from date of personnel action		Waived		Includes advertisements, notices, applications, tests/results. C, PII
	Policy & Procedures Manual	S		Waived		
	Professional Affiliations/Associations	S		Waived		
	Purchase Orders	S		Waived		
	Purchase Requisitions	S		Waived		
	Receipts (Clerk's copy of Treasurer's)	CR + 4 years: or until audited, whichever is earlier	§59.52(4)(a)(12) Wis. Stats.	Waived		
	Receipts (general)	CR + 1 year	§59.52(4) Wis. Stats.	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	Waived		
	Records Management Findings & Recommendations Report	S		Waived		
	Records Retention Schedules	S		Waived		WPRB approval "sunset" after 10 years
	Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S		Waived		Retain as long as administratively useful
	Reports (routine)	S		Waived		
	Service Receipts	CR + 2 years		Waived		
	Strategic Plan (county)	S		Waived		
	Studies - final draft	CR + 7 years		Notify		
	Supply Orders	EVT: EVT = Order filled, invoiced, & paid		Waived		
	Surveillance Recordings (facility/non-evidentiary)	CR + 121 Days	§893.80 Wis. Stats.	Waived		
	Survey	CR + 3 years		Waived		
	Telephone Logs/Message Slips/Voice Mail	S		Waived		Any routine documentation of incoming or outgoing calls. Only retain as long as administratively necessary.
	Telephone Service Request Form	EVT: EVT = Project Completion		Waived		
	Tickler Files (follow-up)	S		Waived		
	Tracking Records (activity)	CR + 1 year		Waived		
	Training	S		Waived		Specific requirements may require that particular records of training be kept for a longer period.
	Vendor Information	S		Waived		
	Vouchers / Order Register	*CR + 7 years		Waived		
	Warranty Records	Life of asset or end of warranty, whichever occurs first		Waived		
	Worker's Compensation Claims	EVT + 12 years: EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	Waived		
	* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.					

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Airport					
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Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Aircraft - Wildlife Incidents	CR + 1 year		Waived		
	Airport Improvement Program (AIP)	S		Waived		
	Airport Licensure	S		Waived		FAA, Wis Dot BOA, &/or FCC
	Airport Protection Plans and Specifications	CR + 7 years	§ 14.135 Wis. Stats.	Waived		
	Operating and Financial Reports/Summaries	CR + 7 years		Waived		FAA, Wis. Dot BOA, &/or NTSB

	Buildings, Facilities, and Grounds					
	Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		Waived		
	Buildings, Facilities & Grounds Data	S		Waived		
	Construction Project Planning, Proposal, & Administration Records	7 years after project completion		Waived		
	Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P		N/A		
	Environmental Health & Safety Records	CR + 7 years		Waived		
	Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		Waived		
	Incident Reports	CR + 3 years		Waived		

	Child Support					
	Administrative Cost Claims	EVT + 3 years: EVT = Submission of last expenditure report	45 CFR 92.42 (b)(1) & Wis. DCF	Waived		Includes supporting documentation (e.g., costs and revenues)
	Case Records	EVT + 7 years: EVT = Closure		Waived		C, PII
	Child Support Divorce	EVT + 7 years: EVT = Closure		Waived		
	Client Assistance (out of county)	CR + 7 years		Waived		
	Client Logs	S		Waived		
	Expenditure Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	IRS Records List	EVT + 7 years: EVT = Closure		Waived		
	Misdemeanor and Felony Non-Support Files	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, post judgments	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, pre-judgments, dismissed	CR + 3 years		Waived		
	Paternity Files, pre-judgments, not pursued	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Reciprocal Support Cases (Interstate cases - i.e., UIFSA, URESA)	EVT + 7 years: EVT = Closure		Waived		
	Records of Required Client Notification	CR + 3 years	46 CFR 74.20 - 74.25	Waived		
	Statistical Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	Warrants & Capias	EVT + 3 years: EVT = Vacated, Served, or Closed		Waived		

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	Corporation Counsel					
	Legal					
	Case files, litigation	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		C
	Case files, non-litigation	CR+3 years		Waived		
	CHIPS (Child In Need of Protective Services) Juvenile Records	EVT + 2 years: EVT = Child's 18th Birthday		Waived		C
	CHIPS (Child In Need of Protective Services) Petitions	5		Waived		C
	Department Files	CR + 3 years		Waived		
	Dismissals - 51.45	CR + 3 years		Waived		
	Guardianship Files	EVT + 7 years: EVT = Termination of Guardianship		Waived		C
	Lawsuits and Habeas Corpus	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		
	Legal Fees, Outside Counsel	EVT + 5 years: EVT = No activity		Waived		
	Legal Memoranda	Permanent		P		C
	Legal Opinions	Permanent		P		C
	Liability Claims	EVT + 7 years: EVT = Expiration		Waived		
	Mental Commitment Cases	EVT + 3 years: EVT = Closed		Waived		C
	Ordinance Cover Sheets	EVT + 3 years: EVT = Board Approval		Waived		
	Parks and Land Use and Environmental Ordinance Enforcement Files	3 years after resolution		Waived		
	Real Estate Closing Files	Permanent		N/A		
	Termination of Parental Rights (TPRs)	EVT + 45 days: EVT = Child's 19th Birthday		Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Truancy Referrals	EVT + 1 year; EVT = Child's 18th Birthday		Waived		C

	County Clerk					
	Officially adopt the County Clerk's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum B).					

	County Treasurer					
	Officially adopt the County Treasurer's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum C).					

	Court Records					
	The retention and disposal of all court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72, which are incorporated herein by reference as presently constituted or hereafter revised (see: Addendum D).					
	Data Processing					
	Annual Back-Ups	CR + 7 years		Waived		
	Daily Back-Ups	CR + 15 days		Waived		
	Monthly Back-Ups	CR + 1 year		Waived		
	Special Back-Ups (end of tax processing, etc.)	CR + 7 years		Waived		
	Telephone Records: System Back-Up Records	CR + 15 days		Waived		
	Telephone Records: System Call Records	CR + 6 Months		Waived		

	District Attorney					
	The general schedule applicable to the District Attorney is attached hereto as Addendum F and incorporated herein by reference.					

	Economic Support and Workforce Development					
	Public Assistance Case Records and Other Record Materials (General)	EVT + 3 years; EVT = Date of Closing	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		Face sheet or similar record of each case and a financial record of all payments for each aid account must be preserved in accordance with rules adopted by Wis. DCF and/or Wis. DHS. C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes	P82
	Public Assistance - Divestment & Asset Allocation (Medical), Fraud, Intentional Program Violation, Overpayment, and Quality Control Review	EVT + 3 years; EVT = When the issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier.	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		C, PII	

***Records may not be subject to the foregoing retention requirements if scanned in the Electronic Case File (ECF), Client Assistance for Reemployment and Economic Support (CARES) or other Wis. DCF and/or Wis. DHS system. It is recommended that paper documents be retained for one week after scanning.

Emergency Management (Ch. 323 Wis. Stats.)						
	Claims Arising During State of Emergency	CR + 121 days	§§257.03 and 893.82 Wis. Stats.	Waived		
	Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	§§323.11 and .14(4) Wis. Stats.	Waived		
	Emergency Management Plan	S	§323.14(1) Wis. Stats.	Waived		
	Emergency Planning Grants	CR + 7 years	§323.61 Wis. Stats.	Waived		
	Hazardous Substance Information	CR + 7 years	§323.60 Wis. Stats., C.E.R.C.L.A., E.P.C.R.A., S.A.R.A.	Waived		
	Local Emergency Planning Committee	S	§59.54(8) Wis. Stats.	Waived		
	Local Emergency Response Team - Reimbursement Claim	EVT + 5 years; EVT = Reimbursement	§WEM 6.09 Wis. Adm. Code	Waived		Must give Wis DEM 60-days written notice before any such record may be destroyed
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(a) Wis. Stats.	Waived		
	Worker's Compensation Claim	EVT + 12 years; EVT = Occurrence	Ch. 102 and §323.40 Wis. Stats.	Waived		Tied to worker's compensation claim statute of limitations
Emergency Medical Services Program (Ch. 256 Wis. Stats.)						
	Ambulance Run	CR + 7 years	§256.15(12)(b) Wis. Stats.	Waived		Confidentiality of Patient Health Care Records §146.82 Wis. Stats. C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Emergency Medical Services Program Personnel Certification, Licensure and/or Training	S	§256.15 Wis. Stats.	Waived		
	Emergency Medical Services Program Plan(s)	S	§256.12 Wis. Stats.	Waived		
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(b) Wis. Stats.	Waived		

Executive/Administrator/Administrative Coordinator (§§59.17, .18, and .19 Wis. Stats.)						
Administration						
	Board and Commission Appointments/Confirmation (if required)	S	§59.17(2)(c) and .18(2)(c) Wis. Stats.	Waived		
	Department Head Appointments/Confirmation (if required)	S	§§59.17(2)(b), (2)(br) and .18(2)(b) Wis. Stats.	Waived		
	Message to the Board	CR + 7 years	§§59.17(5) and .18(5) Wis. Stats.	Waived		Only if communicated to the county board in writing.
	Resolution or Petition and Referendum Creating the Office	S	§§59.17(1) and .18(1) Wis. Stats.	Waived		
	Resolutions or Ordinances - Approval or Veto	P	§59.17	N/A		
Community Development						
	Annual Grant Application	CR + 3 years		Waived		
	Audits, community block grant	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Census Books	S		Waived		
	Environmental Reviews	CR + 7 years		Notify		
	Federal Regulations	S		Waived		
	Grant Awards	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Home Regulations	S		Waived		
	HUD Disaster Recovery Initiative Fund Files	CR + 5 years		Waived		
	HUD Grantee Performance Reports	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Labor Standard Projects	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Labor Standard Wage Files	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - CDBG (Community Development Block Grant)	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - Home	CR + 7 years	24CFR 570.502(a)(16)	Waived		
Senior Services						
	Adult Day Care Records	CR + 3 years		Waived		C
	Adult Day Care Tracking Statistics	EVT + 3 years: EVT = Audited		Waived		
	Area Agency on Aging Reports - includes nutritional meal program summary	CR + 7 years		Waived		
	Benefit Specialist Client Files	EVT + 7 years: EVT = File Closed	s. 46.81 & 59.52 & HSS 245.03	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Benefit Specialist Report	S	s. 46.81	Waived		C
	Client Assessments for Home Delivered Meals and Supportive Services	CR + 3 years		Waived		C
	Client Donation Deposits	CR + 7 years		Waived		
	Client Files - Includes complaints, HDM assessments and pre-authorizations	EVT + 7 years: EVT = File Closed	s. 59.52	Waived		C
	Client Nutrition Site Changes, site counts and daily meal counts	CR + 4 years		Waived		
	Client Statements (Revenue Received)	CR + 3 years		Waived		
	Commission on Aging - business related materials	CR + 7 years		Waived		
	Complaint Grievance File	CR + 3 years		Waived		
	Congregate Billings	CR + 3 years		Waived		
	Congregate Participant Logs Book	CR + 7 years		Waived		
	Congregate Registration Forms	CR + 7 years		Waived		
	Contract Monitoring Files	CR + 7 years		Waived		
	Contract Provider Billing Reports, invoices	CR + 7 years		Waived		
	Contracts Not Related to Purchasing	CR + 3 years		Waived		
	Day Care Client Billings	CR + 7 years		Waived		
	Elder Abuse Reports	CR + 7 years	s. 46.90	Waived		
	Factors Database Program	S		Waived		
	Grant Applications	EVT + 4 years: EVT =		Waived		
	Grant Task Force	S		Waived		
	Greeter Program Files	CR + 3 years		Waived		
	Home Delivered Meals	CR + 7 years		Waived		
	Home Delivered Meals, monthly computer printout reports	CR + 3 years		Waived		
	Home Delivered Meals, tracking Index cards	CR + 7 years	s. 46.85	Waived		
	Home Delivered Meals, volunteer mileage reports	CR + 7 years	s. 46.85	Waived		
	Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7 years		Waived		
	ID Applications	CR + 5 years		Waived		
	ID Receipts	CR + 5 years		Waived		
	ID Reconciliation Book	CR + 5 years		Waived		
	Information & Assistance (I & A) Files (EOY)	EVT + 7 years: EVT = Audited		Waived		C
	Information & Assistance Phone Logs	CR + 7 years		Waived		C
	Information Systems Capital Project Documents	CR + 2 years		Waived		
	Legal Action Files (Legal Action of Wisconsin)	S		Waived		
	Long Term Redesign Project	CR + 4 years		Waived		
	Medicare Vans, weekly billings	CR + 3 years	s. 85.21	Waived		
	Nutrition Checks	CR + 3 years		Waived		
	Nutrition Program Records	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Nutrition Site, progress reports	CR + 3 years		Waived		
	Nutrition Site, quality control sheets	CR + 3 years		Waived		
	Nutrition Site, registrations	CR + 1 year		Waived		
	Preauthorization's, Service	EVT + 1 years: EVT =		Waived		
	Program Monitor Evaluation (PME) Billing Reports, Invoices	EVT + 7: EVT = Audited		Waived		
	Project Files, special events	CR + 7 years		Waived		
	Reports, specialized transportation / other	CR + 5 years		Waived		
	Senior Center Listing	CR + 5 years		Waived		
	Senior Dining Quality Control Sheets	CR + 7 years		Waived		
	Senior Dining Supply Usage Reports	CR + 7 years		Waived		
	Senior ID Log Book	CR + 5 years		Waived		
	Shared taxi Monthly Report	S		Waived		
	Statistics, operational and cost	CR + 5 years		Waived		
	Support Group and Doctors List	CR + 1 year		Waived		
	Taxi Program Analysis	CR + 3 years		Waived		
	Taxi Vouchers	EVT + 3 years: EVT = Audited	s. 85.21	Waived		
	Title XIX Billing Statements	CR + 7 years		Waived		
	Transit Data, Historical, specialized	EVT + 7 years: EVT = Settlement	s. 85.21	Waived		
	Transportation Contracts	CR + 3 years	s. 85.21	Waived		
	Volunteer Acknowledgement of Confidentiality	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Card File	CR + 7 years	s. 46.85	Waived		
	Volunteer Driver Agreements	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Elder Reach Files	CR + 3 years	s. 46.85	Waived		
	Volunteer Friendly Visitors Files	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Monthly Reports	CR + 7 years	s. 46.85	Waived		
	Volunteer Registration Forms - Includes Confidentiality Driver's Statements	CR + 7 years		Waived		
	Volunteer Staff Log Book	S		Waived		

	Finance					
	Balancing Report	FIS + 4 years		Waived		
	Bond & Coupon Records Book, general obligation bonds	EVT + 30 years: EVT = Bond issue expiration or following payment of all outstanding matured bonds, notes, coupons, whichever is later		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Canceled Bonds, Coupons, & Promissory Notes	EVT: EVT = Audited		Waived		
	Copies of Notices of Tax Apportionment Sent to Local Taxing Districts by County Clerk	FIS + 3 years	§59.52(4)(a)2. Wis. Stats.	Waived		
	Deferred Compensation Records	EVT + 8 years: EVT = End of Service		Waived		
	Equipment & Furnishings Inventories	5		Waived		
	Garnishment Records	FIS + 7 years		Waived		
	General Ledger	FIS + 7 years		Notify		
	General Ledger, Trial Balance	FIS + 7 years		Waived		
	Illegal Tax Certificates Charged Back to Local Tax Districts	EVT + 3 years: EVT = Charging Back	§59.52(4)(a)6. Wis. Stats.	Waived		
	Insurance Records	7 years after the last effective date thereof	§59.52(4)(a)10. Wis. Stats.	Waived		
	Investment Records	FIS + 6 years		Waived		
	Notices of Tax Apportionment from Secretary of State	FIS + 3 years	§59.52(4)(a)1. Wis. Stats.	Waived		
	Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 7 years		Waived		
	Retirement Records	EVT + 8 years: EVT = End of Service		Waived		
	Time cards, Attendance Records, Salary Schedule	FIS + 7 years		Waived		
	Treasurer Cash	FIS + 7 years		Waived		
	Unemployment Compensation Payment Records	FIS + 3 years		Waived		
	Withholding Allowance Certificates, Employee Wage & Tax Statements, & Other Tax Records	FIS + 7 years		Waived		

	Health Department					
	Administrative					
	Accounts Receivable Client Records	EVT + 10 years: EVT = Audited		Waived		C, PII
	Agency Evaluations	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Audit Reports, Vendor	CR + 7 years		Waived		
	Background Checks	CR + 7 years		Waived		
	Bankruptcy Reports	CR + 7 years		Waived		
	CARS (Community Aids Reporting System) Reports	Permanent		N/A		
	Cash Grant Vouchers	CR + 7 years		Waived		
	Certification of Destruction (Records)	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Daily Activities Report	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Daily Deposit Spreadsheets	CR + 7 years		Waived		C, PII
	Employee Expense Accounts	CR + 7 years		Waived		
	Evening Security Logs	CR + 3 Months		Waived		
	Fiscal Records, Billing, Budget	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Grant Reconciliation Working Papers	Permanent		N/A		
	Grants	EVT + 4 years; EVT = Notification of Denial or Grant		Waived		
	HIPPA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	HIPAA	Waived		C, PII
	Hospital Fiscal Survey	Permanent		N/A		
	Incident / Injury Reports	CR + 7 years	§19.21 Wis. Stats.	Waived		C, PII
	Inventories, facility and equipment	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Inventory, or non-expendable personal property	EVT + 7 years; EVT = Property disposed of	§19.21 Wis. Stats.	Waived		
	Medicare Cost Report	Permanent		N/A		
	Mission Statement, Philosophy, Purpose	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Patient Billing Activity Logs	CR + 7 years		Waived		C, PII
	Policies and Procedures (Program related)	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists		Waived		
	Press Releases	CR + 1 year		Waived		
	Purchase Orders EDS (Electronic Data Storage)	CR + 7 years		Waived		
	Reconciliation Working papers	Permanent	HHS 54.06 (2)(a)(6)	N/A		
	State Reports (942/943)	Permanent		N/A		
	Taped meeting minutes	EVT + 90 days; EVT = Approval date & publication	§19.21 Wis. Stats.	Waived		
	W.I.C. Case Files	FIS + 3 years	7 CFR 246.25	Waived		C
	W.I.C. State Reports	CR + 3 years		Waived		C
	Client and/or Family Care					
	Agency Program Evaluation	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Birth Certificate Information	EVT + 1 year; EVT = Receipt of Copy	§69.20(3) Wis. Stats.	Waived		C
	Care Coordination: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Care Coordination: Minor	EVT + 5 years; EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		
	Child Long Term Support - Autism Records	EVT + 7 years; EVT = Case		Waived		
	Client Listing	CR + 1 Month		Waived		C
	Client Record / Patient Care: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Client Record / Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Clinic Record, blood pressure forms	CR + 7 years		Waived		C
	Complaint Investigation Record	CR + 7 years		Waived		C
	Family Care Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Family Care Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Fair Records	CR + 7 years		Waived		C
	Home Care Record	EVT + 6 years: EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		Waived		C
	Lead Screens	CR + 7 years		Waived		C
	Monthly Clinic Statistic Report	CR + 1 year		Waived		
	Monthly Nurses Calendar	CR + 1 year		Waived		C
	Short Term Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		
	Communicable Disease Records					
	Clinic Record, STD Clinic	CR + 7 years		Waived		C, PII
	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081) (Original to State Epidemiologist)]	EVT: EVT = Investigation is complete		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Hep. B / TB Case Records	EVT + 30 years: EVT = Severance		Waived		C, PII
	Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, s 2125 PHS Act at 42 U.S.C. s. 300aa - 25 (Supp. 1987)	N/A		C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Immunization Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C, PII
	Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C, PII
	Referral Listing	CR + 7 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist: Adult	CR + 7 years		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Community Education					
	Curriculum	CR + 7 years		Notify		
	Educational Materials	CR + 7 years		Notify		
	Evaluation	CR + 7 years		Notify		
	Program Materials	CR + 7 years		Notify		
	Environmental Health Records					
	Health Hazard Investigations	CR + 7 years		Waived		
	Licensed Establishments Inspection Reports	CR + 3 years		Waived		
	On-Site Waste	EVT: EVT = System is abandoned		Waived		
	Variance Approvals	Permanent		N/A		
	Water Sample Reports	CR + 7 years		Waived		
	Well / Septic Permits	EVT: EVT = System is abandoned		Waived		
	Adolescent & Family Services / Juvenile					
	Adolescent & Family Services Census Sheets	S		Waived		C
	Adolescent & Family Services Client Index Card File	S		Waived		C
	Adolescent & Family Services Client Listing	S		Waived		C
	Adolescent & Family Services Client Logs	S		Waived		C
	Adolescent & Family Services Client Records	EVT + 7 years: EVT = Youngest Child in household turns 19 years of age	HSS 92.12(2) & (4)	Waived		C
	Daily Staff Attendance Reports	CR + 1 year		Waived		
	Daily Staff Schedule	CR + 2 years		Waived		C
	Original Offense Report	CR + 2 years		Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes	P90
	Permission Slips (Residents)	CR + 2 years		Waived		C	
	Requests for Leave, employee	CR + 1 year		Waived			
	Resident Juvenile Case Files, secure	EVT + 10 years: EVT = Case Closed	s. 48.396 & HSS 346.13 & SCR 72(41)	Waived		C	
	Resident Juvenile Case Files, shelter care	EVT + 7 years: EVT = Case Closed	s. 48.396 & HSS 59.07 (3)(b)	Waived		C	
	Resident Medical Treatment Records	CR + 7 years	HSS 92.12(1) & (2)(3)(4)	Waived		C, PII	
	Resident Medication Log	S		Waived		C, PII	
	Shelter Care Secure Admission Register	Permanent	HSS 54.06 (2)(a)(1)	N/A		C	
	Supervisor Shift Log	CR + 2 years		Waived			
	Unit Log (Male & Female)	CR + 2 years		Waived		C	
	Intake Shared Services						
	Certified Child Care Files	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C	
	Child Abuse and Neglect / Child Welfare Client Records	CR + 7 years		Waived		C	
	Intake & Shared Services Client Records	EVT + 7 years: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	Waived		C	
	Intake Access Contact Listing	CR + 2 years		Waived		C	
	Kinship Care Client Records	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C	
	Long Term Care						
	Long Term Care Client Listing	EVT + 1 Month: EVT = Transfer to Electronic Record		Waived		C	
	Long Term Care Client Log	S		Waived		C	
	Long Term Care Client Records - Developmentally Disabled	EVT + 7 years: EVT = Case Closed		Waived		C	
	Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7 years: EVT = Case Closed		Waived		C	
	Mental Health AODA / Clinical Services					C	
	Client Index Card Files	Permanent		N/A		C	
	Clinical Services Division Client Records	EVT + 7 years: EVT = Child turns 19 or case closed	HSS 92.12(1)(2)(3)(4), HSS 63.15	Waived		C	
	Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7 years	HHS 63.08	Waived		C	

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7 years		Waived		C
	Community Support Program (CSP) Client Review Log	Permanent		N/A		C
	Community Support Program (CSP) Client Waiting Lists	S		N/A		C
	Community Support Program (CSP) Statistics	CR + 3 years		Waived		
	Complaint Investigations	EVT + 7 years: EVT = After Settlement		Waived		C
	Court Commitment Tracking Sheets	S		Waived		C
	Day Treatment and Group Home Waiting Lists	S		Waived		C
	Day Treatment Attendance Sheets	CR + 1 Month		Waived		C
	Day Treatment Statistics	CR + 2 years	HSS 105.324	Waived		
	Disease Indexing	Permanent		N/A		
	Employee Blood Born Pathogen Records	EVT + 30 years: EVT =		Waived		C, PII
	Employee Training Log	CR + 6		Waived		
	Employee Training Records (OSHA)	CR + 3 years	CPL 2-244D	Waived		
	Hospital Census Sheets / Demographic	CR + 10 years		Waived		
	In-Patient Database Cards	Permanent	HSS 63.16	N/A		C, PII
	Medical Staff Credential Files With Disciplinary Action	Permanent		N/A		
	Medical Staff Credential Files Without Disciplinary Action	EVT + 7 years: EVT = Termination		Waived		
	Nursing Schedules	CR + 5 years		Waived		
	OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1 year		Waived		
	Patient Treatment Survey	EVT + 1 year: EVT = Survey Complete		Waived		
	Payee Client Files	CR + 2 years		Waived		C
	Payee Financial and Billing Records	CR + 2 years		Waived		C
	Petty Cash Vouchers	S		Waived		
	Physician's Registry	Permanent		N/A		
	Quality Assurance	EVT + 1 year: EVT = Survey Complete		Waived		
	Supervision Log	CR + 3 years		Waived		
	Surveys - Title XIX	CR + 15 years		N/A		

	Highway					
	Drug & Alcohol Testing Records	CR + 2 years		Waived		C, PII
	Fuel Usage Records	CR + 2 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Heavy Equipment & Vehicle Inventory Ledger	S		Waived		
	Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced		Waived		
	Permits	Permanent		N/A		
	State Gas Reports	CR + 3 years		Waived		
	Stock Control Records	CR + 2 years		Waived		
	Vehicle Maintenance Histories	Life of Vehicle		Waived		
	Vehicle Usage Reports	CR + 2 years		Waived		

	Human Services					
	Administrative					
	Agency Evaluations	CR + 7 years	s. 19.21	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	s. 19.21	Waived		
	Incident / Injury Reports	CR + 7 years / EVT + 1 year: EVT = settlement		Waived		
	Inventories, facility & equipment	CR + 7 years	s. 19.21	Waived		
	Mission Statement, Philosophy, Purpose	CR + 7 years	s. 19.21	Waived		
	Program Policies & Procedures	CR + 7 years	s. 19.21	Waived		
	Fiscal					
	Fiscal Records, Billing	EVT + 90 days: EVT = Approval & publication	s. 19.21	Waived		
	Grants	EVT + 7 years: EVT = Disposal of property	s. 19.21	Waived		
	Inventory, non-expendable personal property	CR + 7 years	s. 19.21	Waived		
	Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least 3 years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below	\$59.42(4)(a) 18.W1s. Stats.	Notify		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	a. Open Public Assistance Case Records: (1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN	(1) EVT: EVT = Most recent 6 year period (2) As long as case is open (3) As long as case is open	Ch. DCF 121 Wls. Adm. Code	Waived Waived		C
	b. Closed Public Assistance Cases & Denied Cases: (1) records specified in 1.a(1) above (2) Most recent data form, records specified in 1.a(2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in 1.a(3) above	(1) EVT + 3: EVT = Closed (2) EVT + 6: EVT = Closed (3) EVT + 3: EVT = Date of Denial	Ch. DCF 121 Wls. Adm. Code	Notify Waived	Notify	C
	Fraud Referral Records					
	a. Unfounded	EVT + 3 years: EVT = Determination Decision**	Ch. DCF 121 Wls. Adm. Code	Waived		C
	b. Founded - referred to D.A.	EVT + 7 years: EVT = Determination Decision**	Ch. DCF 121 Wls. Adm. Code	Waived		C
	c. Founded - other	EVT + 5 years: EVT = Determination Decision**	Ch. DCF 121 Wls. Adm. Code	Waived		C
	Third-party recovery records	EVT + 1 year: EVT = Case Closed**		Waived		C
		** Recommend microfilming essential information				
	JOBS participant records	EVT + 7 years: EVT = Last date of JOBS eligibility, therefore closed	DHSS Admin. Memo 94-18	Waived		
	Social Service Case File					
	a. State Required Case Documentation; initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility & activity	EVT + 3 years: EVT = Case Closed	DHSS Memo 82-1A	Waived		C
	b. State Required & County Developed Case Documentation; assessment; or diagnostic forms; records & narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	EVT + 3 years: EVT = Case Closed	DCS Memo 92-12	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	c. Social Service Records for Cases Opened for Services; applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer & other agencies which do not result in case opening	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		C
	Protective Payee	EVT + 7 years		Waived		C
	Case Management Files	EVT + 7 years		Waived		C
	Payee Miscellaneous Documents	EVT + 3 months: EVT = Audited		Waived		C
	Child-Placing Agency					
	a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A		C
	b. Individual Case Records for each child served & his / her family	EVT + 7 years: EVT = Case closed		Waived		C
	c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7 years		Waived		
	d. Individual Records of Studied Adoptive Applicants	CR + 7 years		Waived		C
	e. Licensing & Certification Records for In-Home & Family Day Care; adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	EVT + 2 years: EVT = License or certificate is no longer active	DCS Memo 92-12	Waived		C
	f. Licensing & Certification Records for above types of facilities where license or certificate was not approved	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		
	g. Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53	Permanent	HSS 53.07(1)	N/A		C
	Third-Party Recovery	CR + 7 years		Waived		

	Library	The DPI retention schedule for Libraries is incorporated herein. See: https://dpi.wi.gov/pld/boards-directors/public-records/records-retention-schedule				
	Medical Examiner					
	Case Face Sheet Logs	Permanent		N/A		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Case File Slides	CR + 75 years		Waived		C
	Case File X-Rays	CR + 75 years		Waived		C
	Case Files	CR + 75 years		Waived		C
	Cremation Case Files	Permanent		N/A		C
	Data Base Entry Form (Draft)	CR + 5 years		Waived		
	Digital Case Photos	CR + 75 years		Waived		
	Eyewash Inspection / Waste Container Logs	CR + 5 years		Waived		
	Homicide or Suspicious Death Investigation Case Files	CR + 75 years		Notify		
	Medication Disposal Logs	CR + 10 years		Waived		
	Other investigation case files	EVT + 7 years: EVT = Litigation resolved or case closed		Waived		C
	Outside Case Billing Log	CR + 10 years		Waived		
	Report for Final Disposition (other reportable)	CR + 3 years		Waived		C
	Sharp Container Log	CR + 5 years		Waived		

	Park & Land Use					
	Administration					
	Annual Work Plans	CR + 5 years		Waived		
	Citation & Park Patrol Records	CR + 2 years		Waived		
	Construction Contracts	CR + 7 years		Waived		
	County Forest Plan	CR + 15 years	§28.11 Wis. Stats	Notify		
	Credit Card Receipts	CR + 1 year		Waived		
	DNR Agreements	CR + 7 years		Waived		
	Employee Emergency Informational Form	S		Waived		
	Equipment & Vehicle Registration Reports	EVT: EVT = Equipment / Vehicle disposed of		Waived		
	Expenditures, seasonal employees	CR + 3 years		Waived		
	General Information	S		Waived		
	Guidebooks & Trail Information	S		Waived		
	Lawsuits	EVT + 1 year: EVT = Final Disposition		Waived		
	Licensed Establishment Collection Reports	CR + 5 years		Waived		
	Material Recycling Facility (MRF) Financial Records	CR + 3 years		Waived		
	Plat Books	Permanent		N/A		
	Radon Reimbursement Requests	CR + 7 years		Waived		
	Records of Bounty Claims Forwarded to DNR	CR + 1 year	§59.52(4)(a)3. Wis.	Waived		
	Status Reports, monthly	CR + 3 years		Waived		
	Street Atlas	Permanent		N/A		
	Study, departmental fee rates	CR + 3 years		Waived		
	Timber Sale Contracts (bid openings, etc.)	CR + 7 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Wisconsin Conservation Corps Projects / Crew Information	CR + 3 years		Waived		
	Environmental Health					
	Animal Bite Files	CR + 10 years	WI Dept. of Agri.: AG 13	Waived		
	Animal Bite Log	CR + 1 year		Waived		
	Animal Complaint Log	CR + 7 years		Waived		
	Block Grant	CR + 7 years		Waived		
	Colliert Culture Quality Control	CR + 5 years		Waived		
	Commercial Premise Files	Permanent		N/A		
	Delinquent Septic Systems	S		Waived		
	Environmental Department Audit	S		Waived		
	Environmental Health Mileage Code Dailies	CR + 7 years		Waived		
	Establishments Out of Business, Dept. of Agriculture	Permanent		N/A		
	Fluoride Nitrate Test Results	CR + 5 years		Waived		
	Food & Liquor License Establishments	CR + 7 years		Waived		
	Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed		Waived		
	Food Sample Reimbursement Documentation	CR + 7 years		Waived		
	Ground Water Monitoring Reports	CR + 20 years		Waived		
	Hazardous Waste Department Investigations	CR + 3 years	W.A.C. NR 630.31 (1)(f)	Waived		
	Holding Tank Files	CR + 3 years		Waived		
	Holding Tank Maintenance Cards	CR + 2 years		Waived		
	Hotel / Motel Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Hotel / Restaurant Licensed Establishments Log	Permanent		N/A		
	Inspection's for Peddler's Permits	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Lab Water Testing Log	S		Waived		
	Lead Inspections (Poisonous & Non-Poisonous)	Permanent		N/A		
	Nitrate Analysis Reports (ISE)	Permanent		N/A		
	Postage Tally	CR + 1 year		Waived		
	Premise Files	Permanent		N/A		
	Private Sewage System Inspection Reports	Permanent		N/A		
	Property Site Inspections	CR + 10 years		Waived		
	Public Camp Grounds	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Radon Grants	CR + 7 years		Waived		
	Radon Lab Results	CR + 7 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Rainfall Data	S		Waived		
	Recreational Educational Camps	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Reimbursement Reports	CR + 1 year		Waived		
	Restaurant & Retail Consumer Complaints	CR + 10 years		Waived		
	Restaurant Licensing & Inspection Files	CR + 10 years		Waived		
	Restaurants, Out of Business	Permanent		N/A		
	Retail Food Establishment Inspection Log	Permanent		N/A		
	Retail Food Establishment Inspections	CR + 10 years		Waived		
	School Inspection Files	CR + 10 years		Waived		
	Septic Permits	Permanent		N/A		
	Septic System Inspection Files	Permanent		N/A		
	Sewage Complaints	Permanent		N/A		
	Soil Test Reports	EVT: EVT = Land developed and permit issued		Waived		
	Storage Tank Compliance & Maintenance Manual	S		Waived		
	Storage Tank Installation & Removal	Permanent		N/A		
	Storage Tank Registration & Permit Records	CR + 7 years		Waived		
	Storage Tank Remediation Financial Records	CR + 7 years		Waived		
	Storage Tank Remediation	Permanent		N/A		
	Storage Tank Remediation & Site Assessment Negatives	Permanent		Waived		
	Swimming Pool Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Swimming Pool Licensing Log	CR + 2 years		Waived		
	Temperature Log, Refrigerator & Incubator	CR + 5 years		Waived		
	Transportation Site Inspections	CR + 10 years		Waived		
	Vending Machine Inspection Log	CR + 1 year		Waived		
	Vending Machine Licensing	CR + 10 years		Waived		
	Water Sampling Summary Reports	EVT + 5 years: EVT = Audit		Waived		
	Well Inspection Lab Note Log	CR + 5 years		Waived		
	Well Inspection Logs	Permanent		N/A		
	Well Surveys	CR + 5 years		Waived		
	Wisconsin Fund Grant Program Files	CR + 7 years		Waived		
	Land Resources - Land Conservation					
	Agriculture Compliance Inventory & Data Base	Permanent		N/A		
	Agriculture Land Preservation Plan	S		Notify		
	Cost Sharing Agreement Records	EVT + 3 years: EVT = Termination or Expiration of all contracts signed that year	NR 120ATCP 50	Waived		
	County Mining and Yard Waste Contracts	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Detailed Design Drawings (Land & Water Conservation Designs)	Permanent		N/A		
	Drainage District Files	Permanent		N/A		
	Erosion and Storm Water Permits	Permanent		N/A		
	Farm Conservation Plans	Permanent	120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A		
	Interdepartmental Agreements	S		Waived		
	Land and Water Resource Management Plan (LWRM)	Permanent		Notify		
	Land Conservation Grants	CR + 7 years		Waived		
	Non-Metallic Mining Permit Files	Permanent		N/A		
	Wetland Maps	Permanent		N/A		
	Land Information System					
	Aerial Photographs	Permanent		N/A		
	Assessors Plats	Permanent		N/A		
	Award of Damage for Scenic Rights	EVT: EVT = Recorded		Waived		
	Cadastral Maps	Permanent		N/A		
	Certified Mileage Lists	S		Waived		
	County Development Plan	S		Notify		
	Grant Application	CR + 10 years		Waived		
	Grant Contract Work Project Documentation	CR + 10 years		Waived		
	Hauler Licenses / Applications	EVT + 2 years: EVT = Renewal		Waived		
	Land Information Plan	Permanent		Notify		
	Parcel Maps for Tax Records	CR + 10 years		Waived		
	Relocation of Orders / Maps	S		Waived		
	Report of Functional Jurisdiction of Roads	EVT + 10 years: EVT = Next Report Received		Waived		
	Town Plats	CR + 3 years		Waived		
	Waste Management Plan	S		Waived		
	Water Quality Approval Letters	Permanent		N/A		
	Park System					
	Automobile Accident Reports	CR + 7 years		Waived		
	Culverts, Dams and Bridges	Until no longer operated and maintained	Ch.'s 30 & 31 Wis. Stats.	Waived		Includes permits, orders, maintenance, and inspection
	Facility Reservations	EVT + 7 years: EVT = Last Reservation		Waived		
	Grant, Funding	Life of Project		Waived		
	History of - Photo albums, etc.	Permanent		Notify		
	Incident Reports	CR + 7 years		Waived		
	Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Injury Reports, non-Employee	CR + 7 years		Waived		
	Land Acquisition, deeds, abstracts	Permanent		N/A		
	Lifeguard Activity Log	CR + 2 years		Waived		
	Log, Chemical Applications	CR + 7 years		Waived		
	Log, Water Use	Life of Project		Waived		
	Log, Well Data	Life of Project		Waived		
	Master Park Plan (5 Year Plan)	S		Notify		
	Park System Task Report	CR + 3 years		Waived		
	Plans / Construction Documents / Specifications / Drawings	Life of Project		Waived		
	Program Registrations	EVT + 7 years: EVT = Last Reservation		Waived		
	Publicity Newsletter	Permanent		N/A		
	Safety Inspection Report	CR + 7 years		Waived		
	Site Plans	Life of Project		Waived		
	Volunteer Information	CR + 3 years		Waived		
	Planning and Zoning					
	Amendments to the County Development Schedule	Permanent		N/A		
	Atlas	S		Notify		
	Board of Adjustment Case Files	Permanent		N/A		
	Board of Adjustment Decisions & Supporting Documentation	Permanent		N/A		
	Building Plans	Life of Project		Waived		
	Conditional Use Files	Permanent		N/A		
	Drainage District Records	Permanent		N/A		
	Flood Hazard Inquiries, Determinations	Permanent		N/A		
	Inspection Reports for Sanitary	Permanent		N/A		
	Land Use Permits, easements	Permanent		N/A		
	Log, board of adjustment cases	Permanent		N/A		
	Log, violations	Permanent		N/A		
	Permit Applications	Permanent		N/A		
	Permit Records	Permanent		N/A		
	Plan of Operations and Site Plans	Permanent		N/A		
	Project, Redistricting, Reapportionment	EVT + 10 years: EVT = Next Report Received or Project Completed		Waived		
	Receipt Books	CR + 7 years		Waived		
	Rezoning Files, zoning amendments	Permanent		N/A		
	Subdivision Records	Permanent		N/A		
	Town Plan Commission Reviews, community assistance	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Video Tapes	CR + 3 years		Waived		
	Violation Complaint	Permanent		N/A		
	Violation Files	Permanent		N/A		
	Wetland & Flood Plain Preservation Maps	Permanent		N/A		
	Zoning Applications, rejected and no activity	Permanent		N/A		
	Zoning Committee Records	Permanent		N/A		
	Zoning Map	Permanent		N/A		
	Zoning Ordinances	Permanent		N/A		
	Zoning Permits Issued	Permanent		N/A		
	Recycling and Solid Waste					
	Computer Recycling Reports	Permanent		N/A		
	County Compost Facility Reports	Permanent		N/A		
	County Landfill Agreements	S		Waived		
	Feasibility Studies	Permanent		N/A		
	Hazardous Waste Collection Grant Program Files	CR + 5 years		Waived		
	Hazardous Waste Surveys	CR + 3 years	§ NR 544.07 Wis.	Waived		
	Household Hazardous Waste (Clean Sweep)	Permanent	§ NR 187 Wis. Adm. Code	N/A		
	Materials Recycling Facility Monthly Reports	EVT + 3 years: EVT = Superseded		Waived		
	Recycling Grants	EVT + 7 years: EVT = Audited		Waived		
	Recycling Newsletter	CR + 10 years		Waived		
	Service Agreement (MRF)	EVT + 7 years: EVT = Termination		Waived		
	Solid Waste Management Plan	Permanent		N/A		

	Personnel					
	Department Training Records	CR + 7 years		Waived		
	Directives & Policies	EVT + 7 years: EVT = Superseded or Terminated		Waived		
	EEO - 4 Reports	CR + 7 years		Waived		
	Obsolete Job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	EVT + 4 years: EVT = Position obsolete, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or action		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Performance Evaluations & Medical Records	CR + 6 years		Waived		
	Union Contracts & Grievance, Mediation & Arbitration Records	Permanent		N/A		

	Public Works					
	Contracts					
	Affidavit of organization & authority, successful bidders	EVT + 7 years: EVT = Project completion		Waived		
	Affidavit of organization & authority, unsuccessful bidders	CR + 2 years		Waived		
	Bid Tabulations	EVT + 7 years: EVT = Project completion		Waived		
	Bidder's Proof of Responsibility, successful bidders	CR + 7 years		Waived		
	Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years		Waived		
	Bids, successful	EVT + 7 years: EVT = Project completion		Waived		
	Bids, unsuccessful	CR + 2 years		Waived		
	Notice to Contractors, successful bidders	CR + 7 years		Waived		
	Notice to Contractors, unsuccessful bidders	CR + 2 years		Waived		
	Performance Bond	EVT + 7 years: EVT = Project completion		Waived		
	Facilities Management					
	Asbestos Files	Permanent	29 CFR 1910.20	N/A		
	Cleaning Log	CR + 1 year		Waived		
	Condemned Homes on County Property / Burning of	Permanent		N/A		
	County Building Files	EVT + 3 years: EVT = Superseded		Waived		
	Flood File (Administration Center)	Permanent		N/A		
	Inspection Cleaning Evaluation Reports	CR + 2 years		Waived		
	Inspection Reports (Elevator, etc.)	CR + 7 years		Waived		
	Key Number Listing	Permanent		N/A		
	Maintenance Job Order Data Sheet	CR + 1 year		Waived		
	Maintenance Key Daily Sign Out Sheet	S		Waived		
	Maps - Original Drawings	Permanent		N/A		
	Natural Gas Usage Manual	S		Waived		
	Parks, substations & highway building survey reports / yearly	CR + 10 years		Waived		
	Payroll Time Cards (Maintenance)	CR + 7 years		Waived		
	Project Files	Permanent		N/A		
	Project Log	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Record of Transmittal	CR + 3 years		Waived		
	Utility Computer Printouts	S		Waived		

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	Register of Deeds					
	Officially adopt the Register of Deeds' General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum E).					

	Sheriff					
	Wis. Stats. Sec. 59.27(8): The Sheriff is authorized to destroy all sheriff's dockets, daily jail records and cash books dated prior to 1901. It shall be the duty of the Sheriff to retain and safely keep all such records for a period of eight years, or a shorter period authorized by the public records board under Wis. Stats. sec. 16.61(3)(b), after which the records may be destroyed.					
	Civil Process					
	Attorney Letters	CR + 7 Years		Waived		
	Civil Process Worksheet	CR + 7 Years		Waived		
	Correspondence Instructing Civil Process Service	CR + 7 Years		Waived		
	Foreclosures, Sheriff Sales	EVT + 8 Years: EVT = Sale of		Waived		
	Injunctions	EVT + 1 Year: EVT = After		Waived		
	Process Invoices & Deposit Receipts	CR + 3 Years		Waived		
	Process, Receipt Print-outs	CR + 3 Years		Waived		
	Process Dissemination Log	CR + 3 Years		Waived		
	Proof of Service	CR + 7 Years		Waived		
	Restraining Orders	EVT + 1 Year: EVT = Closed		Waived		
	Jail Division					
	Annual Inspection Report and Findings	CR + 8 Years		Waived		
	Bond Receipts	CR + 8 Years	§ 59.27(8) Wis. Stats.	Waived		
	Booking Records	Permanent		N/A		
	Commissary Ledger Sheets	CR + 8 Years		Waived		
	Contract Employee Files	EVT + 5 Years: EVT =		Waived		
	Daily Activity Logs: To Include Inmate Activity and Walk	CR + 8 Years	§ 59.27(8) Wis. Stats.	Waived		
	Daily Inmate Roster	EVT + 8 Years: EVT = Release of	§ DOC 348.09(1)	Waived		
	Dockets, Daily Jail Records	CR + 8 Years	§ 59.27(8) Wis. Stats.	Notify		
	Employee Work Schedule	CR + 8 Years	§ 59.27(8) Wis. Stats.	Waived		
	Emergency Exercise Logs	CR + 8 Years	§ 59.27(8) Wis. Stats.	Waived		
	Fingerprint Cards	Permanent		N/A		
	Fire Equipment & Inspection Report	CR + 8 Years		Waived		
	Inmate Financial Records	CR + 8 Years		Waived		
	Inmate Commissary Receipts	CR + 8 Years		Waived		
	Inmate & Huber Rules	S + 8 Years	§ 59.27(8) Wis. Stats.	Waived		
	Inmate Incarceration Files	EVT + 8 Years: EVT = Release of	§§ DOC 348.09 &	Waived		
	Inmate Incident Reports	EVT + 8 Years: EVT = Release of Inmate		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Inmate In-Custody Death Reports	Permanent		N/A		
	Inmate Medical Records	EVT + 8 Years: EVT = Release of Inmate	§§ 146.81 to 146.83 Wis. Stats. and §§	Waived		C, PII
	Jail billing	CR + 8 Years	§ 59.27(8) Wis. Stats.	Waived		
	Jail Kitchen Menu	CR + 8 Years		Waived		
	Lawsuits & Complaints	EVT + 5 Years: EVT =		Waived		
	Monthly Equipment Check: To Include Stun Belt, Taser,	CR + 8 Years		Waived		
	Mug Shots	Permanent		N/A		
	Received Cash Receipts	CR + 8 Years		Waived		
	Surveillance Recordings-Audio/Video	121 Days	§893.80 Wis. Stats.	Waived		
	Transport Records	CR + 8 Years		Waived		
	Visitor Log	EVT + 8 Years: EVT = Date of Visit	§ DOC 350.11 Wis. Adm. Code	Waived		
	Volunteer records	CR + 5 Years		Waived		
	Warrant, Cancellation Sheet From Court	EVT + 8 Years: EVT = Warrant Cancellation		Waived		
	Detective Division					
	Confidential Informant File	Permanent		N/A		
	Confidential Informant Log	Permanent		N/A		
	Death Investigation File - All Deaths after Jan 2008 &	Permanent		N/A		
	Evidence Custody Documents	CR + 8 Years	§ 59.27(8) Wis. Stats.	Waived		
	Incident Records	CR + 8 Years	§ 59.27(8) Wis. Stats.	Waived		
	Polygraph Examinations and Reports	Permanent		N/A		
	Substantiated Sexual Assault Investigation File - Adult and	Permanent		N/A		
	Patrol Division					
	Arrest Records	CR + 8 Years	§ 59.27(8) Wis. Stats.	Waived		
	Citation - DNR Violation	CR + 6 Years		Waived		
	Citation - Ordinance Violation	CR + 6 Years		Waived		
	Citation - Uniform Traffic	CR + 6 Years		Waived		
	Crash Photos	CR + 8 Years		Waived		
	Crash Report	CR + 8 Years		Waived		
	Crash Reports, Non-Reportable	CR + 8 years		Waived		
	Fleet Maintenance Records	Life of Vehicle		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Intern Records	CR + 5 Years		Waived		
	Laser Logs	EVT + 8 Years: EVT = End of use		Waived		
	Radar Certification Logs	EVT + 8 Years: EVT = End of use		Waived		
	Squad Car Video Recordings: No Evidentiary Value; Transport; Warning; Other	CR + 121 Days	\$893.80 Wis. Stats.	Waived		
	Squad Car Video Recordings: Citation; Investigation; Traffic Crash; On-Duty Squad Crash; Wis. Stats. Sec.	365 Days		Waived		
	Squad Car Video Recordings: Criminal Arrest; Fleeing;	730 Days		Waived		
	Squad Car Video Recordings: Squad Check	1 Day		Waived		
	Warning Notices	EVT + 6 Months: EVT = After		Waived		
	Dispatch Center					
	Audio Tapes (e.g., 911)	CR + 3 Years	\$893.80 Wis. Stats.	Waived		If digital, must produce original
	CIB Audit Report	CR + 3 Years		Waived		
	Missing Person Report - Adult	EVT: Until Person is Located		Waived		
	Missing Person Report - Juvenile	EVT: Until Person is Located or		Waived		
	NCIC Lost and Stolen Firearms Entries	EVT + 1 Year: EVT = Recovered		Waived		
	NCIC Lost and Stolen Property Entries	EVT: EVT = Recovered or Purged by CIB		Waived		
	Warrants	EVT: EVT = Until Satisfied		Waived		
	Warrants, Cancelled - Gold Sheet	EVT + 1 Year EVT = Cancellation or Served		Waived		
	Warrants, Cancelled Extradition	EVT + 3 Years: EVT = Warrant Cancellation		Waived		
	Warrants, Teletypes / Municipalities	EVT + 1 Year: EVT = Warrant Cancellation		Waived		
	Records					
	Cash Register Front Desk	CR + 3 Years		Waived		
	Contract Municipality Logs	S		Waived		
	Driver Condition Behavior Reports	CR + 2 Years		Waived		
	Ignition Interlock Device Installation & Removal Record	S		Waived		
	Incident Reports	CR + 8 Years		N/A		
	Orders to Produce (Writs)	S		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Records Management System Files	EVT: EVT = Life of RMS Program		Waived		
	State Uniform Crime Report	CR + 5 Years		Waived		
	Administration					
	Accidents, squad	EVT + 8 Years: EVT = Closed		Waived		
	Applicant Status Sheets (Non-Hire)	EVT + 3 Years: EVT = Interview		Waived		
	Asset Forfeiture Log	Permanent		N/A		
	Blueprints, Justice Department	Permanent		N/A		
	Citizen Complaints	Permanent		N/A		
	Contract List	S		Waived		
	Department Employee Photos	EVT + 7 Years: EVT =		Waived		
	Department General Orders	Permanent		N/A		
	Drug Unit Cash Vouchers	EVT + 7 Years: EVT = Audited		Waived		
	Employee Emergency Contact Records	S or Termination of Employment		Waived		
	Grant Reports and Documentation	In Accordance with County		Waived		
	Internal Investigation Files	EVT + 7 Year: EVT = Termination of Employment		Waived		
	Operational Plans	CR + 7 Years		Waived		
	Personnel Files	EVT + 8 Years: EVT =		Waived		
	Personnel Rosters	CR + 8 Years		Waived		
	Psychological Evaluations (Employee)	EVT + 8 Years: EVT =		Waived		
	Training Records: Attendance/Lesson Plans	EVT + 8 Years		Waived		
	Work Schedules	EVT + 8 Years		Waived		
	Asset Forfeiture Log	Permanent		N/A		
	Asset Forfeitures	EVT + 8 years: EVT = Given up for Auction		Waived		
	Confidential Informant File	Permanent		N/A		
	Confidential Informant Log	Permanent		N/A		
	Evidence Destruction File	EVT + 8 years: EVT = Last date of Appeal		Waived		
	Fleet Leased Contracts	EVT + 1 year: EVT = Contract termination		Waived		
	Incident Report Log	EVT + 8 years: EVT = Date of Last Incident		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Incident Reports	Permanent		N/A		
	Intelligence Request Log	CR + 15 years		Waived		
	Known Offender File (KOF) Lawsuits	EVT + 7 years: EVT = Date of last appeal		Waived		
	Operational Plans	CR + 7 years		Waived		
	Petty Cash Vouchers	EVT + 7 years: EVT = Audited		Waived		
	Search Warrants	EVT + 1 year: EVT = Search Completed		Waived		
	Warrant, Sex offense & Drug Activity Log Book	Permanent		N/A		
	Court Services / Warrants					
	Balliff Time and Activity Report	CR + 3 years		Waived		
	Court Security Reports	CR + 3 years		Waived		
	Daily Employee Witness Court Record	5		Waived		
	Administration					
	Accidents, squad	EVT + 8 years: EVT = Closed		Waived		
	Blueprints, Justice Department	Permanent		N/A		
	Citizen Complaints	Permanent		N/A		
	Contract Logs	CR + 1 year		Waived		
	Conveyance Cards	EVT + 3 years		Waived		
	Department Employee Photos	EVT + 7 years: EVT = Termination		Waived		
	Department General Orders	Permanent		N/A		
	Emergency Contact Employee Records	5		Waived		
	False Alarm Fee Documentation, uncollectible	CR + 3 years		Waived		
	Grant Reports and Documentation	EVT + 3 years: EVT = Last Payment Received		Waived		
	Internal Investigation Files	EVT + 1 year: EVT = Death of person unless there is open activity on the case		Waived		
	Invoices, Citizen Complaints	EVT + 8 years				
	Overtime Cards	CR + 7 years		Waived		
	Personnel Rosters	CR + 8 years		Waived		
	Psychological Evaluations (Employee)	EVT + 15 years: EVT = Termination		Waived		
	Training Records: Attendance/Lesson Plans	EVT + 7 years				
	Work Schedules	EVT + 7 years				
Surveyor: The Surveyor is required to keep original documents.						

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Annexation / Detachment Plats	S	§§ 66.0217, .0219, .0221, .0223 Wis. Stats.	N/A		
	Assessor's Plat	S	§ 70.27 Wis. Stats.	N/A		
	Bulkhead Line Maps	S	§30.11(3) Wis. Stats.	N/A		
	Cemetery Plat Court Orders	S	§ 157.07 Wis. Stats.	N/A		
	Cemetery Plats	S	§ 157.07 Wis. Stats.	N/A		
	Certified Survey Maps	S	Ch. 236 Wis. Stats.	N/A		
	Condominium Instruments	S	Ch. 703. Wis. Stats.	N/A		
	Correction Instruments	S	§ 236.295 Wis. Stats.	N/A		
	County Highway Widening Plan	S	Ch. 83 Wis. Stats.	N/A		
	Official Map Certification	S	§ 62.23(6)(b) Wis. Stats.	N/A		
	PLSS Monument Records	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Property Survey Maps	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Section Corner Monument Location Documentation	Permanent	§§ 59.45, 59.74, & 59.75 Wis. Stats.	N/A		
	Subdivision Plat Court Orders	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Plats	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Replats	S	Ch. 236 Wis. Stats.	N/A		
	Town Monument Certification	S	§§ 59.45 & 60.84 Wis. Stats.	N/A		
	U.S. Geological Survey Maps	S		Waived		

University Extension adopts the UW Extension Records Retention Schedule attached hereto as Addendum B in addition to the following schedule:						
4-H, Award/Convention Materials	CR + 50 years			Waived		
Farmland Preservation Certifications	CR + 7 years			Waived		
Garden Plot Rentals	CR + 3 years			Waived		
Home Community Educators Participant Records	CR + 7 years					
Homemaker Program, Agencies / Groups	CR + 7 years			Notify		
Homemaker Program, Participants	CR + 7 years			Waived		
Monthly Reports, UPS, Copies, Postage	CR + 1 year			Waived		
News Releases	CR + 2 years			Waived		
Newsletters, Originals	CR + 25 years			Waived		
Premium Books, County Fair	CR + 1 year			Notify		
Program Participant Data Records & Demographics	CR + 7 years					

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ...	Notes
	Program / Teaching Curriculum	S		Notify		
	Project Files	S		Waived		
	Shipping Books, UPS	CR + 1 year		Waived		
	Soil Sample Reports	CR + 2 years		Waived		
	Soil Test Receipts, Invoices	CR + 2 years		Waived		
	Volunteer Certification, VOLT, Program (Volunteer Orientation Leadership Training)	Permanent		Waived		

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	Veterans Service					
	Cemetery List	S		Waived		
	Commemorative Event Information	CR + 10 years		Waived		
	Grave Registration Files	Permanent		Notify		
	Mailing Log, Daily In/Out	CR + 1 year		Waived		
	Military Separation Records of Veteran's	Permanent		N/A		
	Monthly Forms Tally Sheet	CR + 2 years		Waived		
	Newsletter	CR + 6 years		Send a copy to Librarian: WI Veterans Museum, 30 W. Mifflin St., Madison, WI 53703		
	News Releases	CR + 6 years		Waived		
	Office Critiques	CR + 2 years		Waived		
	Regulations	S		Waived		
	Veteran's Benefit Case Files	EVT + 2 years: EVT = Death		Waived		C
	Veterans' Information Management System (VIMS) Backup Disks	S		Waived		
	Veterans' Personnel Cards	Permanent		N/A		
	Veterans' Personnel Records	Permanent		N/A		
	Veterans' Personnel Records, Agent Orange	Permanent		N/A		
	Veterans' Personnel Records, Desert Storm	Permanent		N/A		
	Veterans' Relief Records	CR + 10 years		Waived		
	Wisconsin Department of Veterans' Affairs Bulletins	Permanent		N/A		

ADAMS COUNTY ETHICS ORDINANCE # 20 -2017

The County Board of Supervisors of the County of Adams does ordain as follows:

1.01 Authority

Adams County (hereinafter "Adams County" or "County") enacts this ethics ordinance pursuant to the authority of Wis. Stats. §19.59(1m).

1.02 Declaration of Purpose and Policy [Wis. Stats. §19.41(1)]

The purpose of this ethics ordinance is to establish ethical standards of conduct for all Adams County officials and employees by identifying those actions that are not compatible with the best interests of the County. The County Board believes that a code of ethics for the guidance of County officials and employees in serving the County will help officials and employees avoid conflicts between personal interests and public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the people of Adams County in their officials and employees. To this end, the policy of the County is that:

A. Officials and employees are independent, impartial and responsible to the people;

B. Government decisions and policy are promulgated in the bests interest of the people, community and government;

C. County office or employment should not be used for personal gain or political advantage; and

D. County business is conducted so as to protect to the fullest extent possible the rights of individuals affected [Wis. Stats. §19.41(2)], and to reinforce the public's confidence in the integrity of County government.

1.03 Definitions.

A. **Anything of Significant Value [Wis. Stats. §19.59]** includes any money, property, favor, service, payment, advance, forbearance, loan or promise of future employment. "Anything of Significant Value" does not include door prizes, compensation and expenses paid by the County, fees and expenses which are permitted by Wisconsin Statutes, political contributions which are reported under Chapter 11 of the Wisconsin Statutes, or hospitality extended for a purpose unrelated to County business by a person other than an organization.

B. **Anything of Insignificant Value** includes unsolicited advertising or promotional materials such as pens, pencils, notepads, calendars, informational or educational materials of insignificant value, (an item from a vendor that costs less than

\$25.00 on a one (1) time basis, but not more than \$50.00 worth of items in a calendar year from a vendor), plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this Ordinance.

C. Associated [Wis. Stats. sec. 19.42(2)], when used in reference to an organization, includes any organization in which an individual or a member of his/her immediate family is a director, officer, or trustee, or who has a significant fiduciary relationship [Wis. Stats. §19.59(1)(g)(8)] or an individual who owns or controls, directly or indirectly, and severally or in the aggregate, at least ten (10) percent of the outstanding equity.

D. Confidential Information means written material or oral information related to county government that is not otherwise subject to the open records law and that is designated by statute, court decision, lawful order, ordinances, resolutions or custom as confidential.

E. Contract means all agreements executed between the County or a sub-unit thereof and another party or parties, for the provision of goods, materials, supplies, construction or services in exchange for valuable and sufficient consideration.

F. Employee [Wis. Stats. §19.32(1bg)] means any person employed by the County as defined in the Adams County Employment Policy and Adams County Employee Handbook, and who are not otherwise included in the definition of Official.

G. Financial or Economic Interest [Wis. Stats. sec. 19.44] means any interest which yields, directly or indirectly, a monetary or other material benefit to the Official or Employee, or to any person employing or retaining services of the Official or Employee. It does not include a monetary or material benefit which benefits all citizens in the same manner.

H. Immediate Family Wis. Stats. §19.59(2) means an Official's or Employee's spouse, children, stepchildren, parents, grandparents and stepparents; or other legal relation who contributes more than one-half ($\frac{1}{2}$) of the support to the Official or employee, or receives that level of support from the Official or employee, or lives in the Official's or Employee's residence.

I. Official [Wis. Stats. §19.32(1bd)] includes all County elected officials and appointed members of policymaking Boards, Boards and Commissions.

J. Organization [Wis. Stats. §19.44(1)(b)] means any stock or non-stock corporation, partnership, proprietorship, firm, enterprise, franchise, incorporated or unincorporated association, trust or other legal entity other than an individual or body politic.

89 **K. Personal Interest** means any interest arising from blood or marriage
90 relationships or from close business or political associations, whether or not any financial
91 interest is involved.

92
93 **L. Significant Fiduciary Relationship [Wis. Stats. §19.44(1)(b)]** means
94 owning or controlling, directly or indirectly: (a) at least ten (10) percent of the securities,
95 outstanding stock or stock of any business corporation having a cost or market value of at
96 least five thousand dollars (\$5,000); or (b) an interest of at least ten (10) percent or five
97 thousand dollars (\$5,000) of any organization.

98
99 **1.04 Responsibility of Public Office.** Officials and Employees hold their positions for
100 the benefit of the public, whose interest must be of primary concern. Officials and
101 Employees are bound to uphold and to carry out efficiently and impartially all laws of the
102 United States and the State of Wisconsin, as well as all ordinances, resolutions and policies
103 of Adams County. They are further bound to observe in their official acts the highest
104 standards of morality and to discharge faithfully the duties of their office regardless of
105 personal considerations.

106
107 **1.05 Fair and Equal Treatment.**

108
109 **A. Use of Public Property.** An Official or Employee shall not use or permit the
110 use of County services or County-owned vehicles, equipment and materials for non-
111 governmental purposes or for personal convenience or for profit. Notwithstanding the
112 foregoing, the County Board may approve the use of County services and County-owned
113 vehicles and equipment for limited purposes in connection with the set-up and operation of
114 the Adams County Fair.

115
116 **B. Obligations to Citizens.** An Official or Employee shall not grant any special
117 consideration, treatment or advantage to any citizen beyond that which is available to every
118 other citizen.

119
120 **1.06 Conflicts of Interest Prohibited.**

121
122 **A. Financial and Personal Interest Prohibited.** Each Official or Employee
123 shall prepare and file with the Adams County Clerk a Statement of Economic Interest
124 pursuant to Wis. Stats. §19.44. No Official or Employee shall engage in any business or
125 transaction or shall act in regard to financial or personal interest, direct or indirect, which:
126 (1) is incompatible with the discharge of his or her duties; (2) would tend to impair their
127 independence of judgment or action in the performance of their official duties; or (3) is
128 contrary to the provisions of this ethics ordinance.

129
130 **B. Use of Public Position for Private Benefit [Wis. Stats. §19.59(1)(a)].**
131 Except as otherwise provided or approved by the County Board, no Official or Employee shall
132 use his/her public position or office to obtain financial gain or anything of value for the private
133 benefit of himself/herself or his/her immediate family, or for an organization with which

he/she is associated. This paragraph does not prohibit a county elected official from using the title or prestige of his/her office to obtain campaign contributions that are permitted by and reported as required by Chapter 11 of the Wisconsin Statutes.

C. Incompatible Employment. An Official or Employee shall not engage in or accept any private employment or render any service for a private interest when such employment or service is incompatible with the proper discharge of their official duties or which may impair their independence of judgment or action in the performance of their official duties unless as otherwise permitted by law or unless disclosure is made as hereafter provided. An Employee shall obtain prior approval from their Department Head, or in the case of a Department Head, from the applicable home committee, before engaging in outside employment. Any authorized outside employment must not conflict with the Official's or Employee's ability to do their job with the County and must not otherwise violate any provision of this ethics ordinance. [See also, Employee Handbook, Ch, 3, Sec. 12]

D. Use or Disclosure of Confidential Information. An Official or Employee shall not, without lawful authority, knowingly disclose or permit the disclosure of confidential information to any person not lawfully authorized to receive such privileged information, or use confidential information to advance their personal financial interest or the financial interest of any other person. [See also, Employee handbook, Ch. 3, §§ 9 & 11; County Board Rule 22 B.]

E. Receipt of Gifts and Gratuities Prohibited. An Official or Employee shall not solicit or accept from any person or organization, directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence their vote, governmental actions or judgments, or if it could reasonably be considered as compensation or a reward for any governmental action or inaction. It is not a conflict of interest for an Official or Employee to receive an unsolicited item of insignificant value or anything that is given to them independent of their position as an Official or Employee. This provision does not prohibit an Official or Employee from engaging in outside employment in accordance with this ethics ordinance.

F. Nepotism. An Official or Employee shall not hire, promote or directly supervise any member of his or her immediate family. [See also, Employee Handbook, Ch. 3, §4]

G. Contracts [Wis. Stats. §19.46]. No Official or Employee shall, in a private capacity, negotiate, bid for, enter into, make or perform a contract in which the Official, Employee, immediate family member of the Official or Employee, or any business or organization with which an Official, Employee or immediate family member is associated, has a direct or indirect financial interest, if the Official or Employee is authorized or required by law to participate in the Official's or Employee's capacity as such Officer or Employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the Officer's or Employee's part. If the Official or Employee will not be involved with the contract in an official capacity, the contract may be

180 allowed only if awarded through a process of public notice and competitive bidding in
 181 conformity with all applicable laws. This provision is intended to comply with, and in no way
 182 contradicts or invalidates the guidelines in Wisconsin Statute § 946.13.

183
 184 **H. Financial Interest in Legislation.** A member of the County Board, who has
 185 a financial interest in any proposed action before the County Board, shall fully disclose the
 186 nature and extent of such interest to the County Board Chair prior to the initial discussion of
 187 such action and shall refrain from participating in the discussion of, and voting on, such
 188 action. A member of the County Board shall request to be excused by the Board or
 189 Commission Chair for the duration of any deliberations concerning such action in which the
 190 member has a financial interest. Any other Official or Employee who has a financial interest
 191 in any proposed action before the County Board, and who participates in discussion with or
 192 gives an official opinion or recommendation to the County Board, shall first fully disclose the
 193 nature and extent of such interest to the County Board.

194
 195 **I. Business Interest.** An Official or Employee shall not engage in any business,
 196 transaction or act in regard to any financial interest, direct or indirect, which:

- 198 1. Is incompatible with the proper discharge of their official duties for the
 199 benefit of the public;
- 200 2. Is contrary to the provisions of this Code; or
- 201 3. May impair their independence of judgment or action in the performance
 202 of their official duties.

203
 204 **J. Unfair Persuasion.** No Official or Employee may use or attempt to use his
 205 or her public position to influence or gain unlawful benefits, advantages or privileges for
 206 himself or herself or others.

207
 208 **K. Issuance of Permits.** No Official or Employee empowered to issue a
 209 discretionary permit pursuant to either state or local laws or regulations shall issue any such
 210 permit to himself or herself or to any member of that Official's or Employee's immediate
 211 family without first revealing in writing the request for such permit to that person's immediate
 212 supervisor or to the County Board that regulates the subject of such permit and obtaining
 213 written permission from the person's immediate supervisor or the County Board to issue the
 214 same.

215
 216 **1.07 Public Records and Property.** Pursuant to §19.21-19.39, Wisconsin Statutes, each
 217 and every Official is the legal custodian of and shall safely keep and preserve all property
 218 and things received from the Official's predecessor or other persons and required by law to
 219 be filed, deposited, or kept in the Official's Office, or which are in the lawful possession or
 220 control of the Official or the Official's Deputies. All persons are entitled to the greatest
 221 possible information regarding the affairs of government and the official acts of those
 222 Officials and Employees who represent them.

1.08 Political Activity. Officials and Employees may engage in political activity provided that such activity does not interfere with the performance of their duties and does not involve the use of county equipment or property. Officials and Employees are specifically prohibited from directly or indirectly coercing any person to withhold or contribute monetary or other types of assistance to any political candidate, party or purpose.

1.09 Wisconsin Statutes Incorporated. The following Sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of the ethics ordinance:

- A. Section 19.48 – Duties of the Board;
- B. Chapter 11.00 Campaign Financing;
- C. Section 19.21 Custody and Delivery of Official Property and Records;
- D. Section 19.59 Code of Ethics for Local Government Officials, Employees and Candidates; and
- E. Section 946.13 Private Interest in Public Contract Prohibited.

Officials shall comply with the Sections of Wisconsin Statutes incorporated in this Code and failure to do so shall constitute a violation of the Code of Ethics.

1.10 Ethics Board. The Adams County Ethics Board is authorized to administer and enforce this Ordinance pursuant to Wis. Stats. §19.59(3)(d).

A. Membership. The memberships of the Ethics Board shall consist of two (2) employees, two (2) junior board members, and one (1) citizen, all of whom will be appointed by the County Board Chair.

B. Powers and Duties. The Ethics Board shall be responsible for investigating complaints and conducting fact finding hearings pursuant to section 1.11 below.

C. Assistance of Counsel. Corporation Counsel shall furnish the Ethics Board whatever legal assistance is necessary to carry out its functions. Corporation Counsel may retain outside counsel to provide this assistance as necessary.

1.11 Complaints, Notice, Response and Initial Hearing

A. Content of Complaints

All complaints shall be made in writing. The complaint shall state the specific provision(s) of the county ethics ordinance or Wisconsin statutes believed to have been violated and shall include sufficient information to support the allegations. The complaint shall also include all of the following: (a) the name, address and telephone number of the complainant; (b) the name, address and position of the individual who is the subject named in the complaint; (c) the facts constituting the alleged ethics violation(s) set forth clearly and in detail; (d) if complainant(s) believes that any board member has a conflict of interest or bias, it shall be stated in the complaint. Complaints that do not meet the minimum requirements set forth above shall be dismissed without prejudice. All written complaints shall be submitted to the office of the Adams County Clerk. The County Clerk shall forward

the complaint to the chair of the ethics board and Corporation Counsel. No action may be taken on any request or complaint filed later than one (1) year after a violation of this ethics ordinance is alleged to have occurred.

B. Notice, Response and Setting of Initial Hearing. The Ethics Board shall send notice, including a copy of the complaint, to the respondent and complainant within seven (7) business days of receipt of the complaint by the Ethics Board Chair. The notice shall be given via certified mail or by personal service. The notice shall inform the respondent that he or she may file a written statement of his or her position with the board within ten business days of the date the notice was sent. The Ethics Board shall set a time for an initial meeting on the complaint that is within fifteen (15) business days following the ten (10) business day deadline for response by the respondent. The initial meeting shall be set prior to the notice being sent out so that the notice will include the date, time and place of the initial meeting of the board regarding the complaint. An agenda shall be filed and posted prior to the initial hearing. Corporation Counsel shall send a copy of the response(s) received from the respondent(s) to the Ethics Board and the complainant(s) at least five (5) business days prior to the initial hearing.

C. Initial Hearing. The Ethics Board shall convene within fifteen (15) business days following the respondent's ten (10) business day response period to determine if it has jurisdiction over the subject matter of the complaint and to determine if there is a basis for the complaint. The complainant shall be present. If the complainant does not personally appear, the Ethics Board may dismiss the complaint without prejudice. If the board determines that there is no basis for the complaint, the board may immediately dismiss the complaint with prejudice and without hearing. In determining if there is a basis for the complaint, the Ethics Board must review the complaint, assuming that every allegation is true.

If the Ethics Board determines that the verified complaint alleges facts that provide a reasonable basis to constitute a violation of the code of ethics, or that an investigation of a possible violation is warranted, it may make an investigation with respect to any alleged violation after notifying the respondent in writing. Such notice shall state the nature and purpose of the investigation, the actions or activities to be investigated, and the respondent's due process rights. The Ethics Board may, in its sole discretion, extend the deadlines for taking action on a verified complaint or request. Failure of the Ethics Board to take action within the time frames set forth in this subparagraph shall not preclude the Ethics Board from pursuing a complaint.

1.12 Investigations.

Pursuant to any investigation or hearing conducted under this ethics ordinance, the Ethics Board has the authority to:

- (1) Require any person to submit in writing such reports and answers to questions relevant to the proceedings conducted under this article as it may prescribe, such submission to be made within such period and under oath or otherwise as it may determine.
- (2) Administer oaths and to require by subpoena issued by it pursuant to Wisconsin statute 885.01 the attendance and testimony of witnesses

- 315 and the production of any documentary evidence relating to the
316 investigation or hearing being conducted.
- 317 (3) Order testimony to be taken by deposition before any individual who is
318 designated by it and has the power to administer oaths, and, in such
319 instances, to compel testimony and the production of evidence in the
320 same manner as authorized by subsection (2) above.
- 321 (4) Pay witnesses the same fees and mileage as are paid in like
322 circumstances by the courts in Wisconsin.
- 323 (5) Request and obtain from the department of revenue copies of state
324 income tax returns and access to other appropriate information under
325 Wis. Stat. § 71.78(4), regarding all persons who are the subject of such
326 investigation.
- 327 (6) Retain outside counsel and other experts as needed in connection with
328 any of the Ethics Board's responsibilities hereunder after solicitation of
329 recommendations from the office of corporation counsel and upon such
330 contract for services approved for content and form by the corporation
331 counsel.
- 332

333 **1.13 Hearing Upon Finding of Probable Cause.**

334 (1) If after investigation, the Ethics Board finds that probable cause exists for
335 believing the allegation(s) in the complaint, the Ethics Board shall not less than thirty (30)
336 business days after such finding is made, schedule a hearing date. The Ethics Board shall
337 give the complainant and the accused at least thirty (30) business days' notice of the hearing
338 date. The Ethics Board may appoint Corporation Counsel and/or outside counsel to act as
339 prosecutor of the complaint.

340 (2) Pursuant to Wis. Stat. § 19.85, the hearing shall be closed to the public unless
341 the accused requests that it be held in open session.

342 (3) All evidence, including certified copies of records and documents which the
343 board considers, shall be fully offered and made part of the record of the case. The evidence
344 presented shall be limited to the scope of the charges made in the complaint. The Ethics
345 Board shall not be bound by the rules of evidence for trial, but it shall admit all evidence
346 having reasonable probative value, provided that it relates to the scope of the charge(s)
347 made in the complaint, and shall exclude immaterial, irrelevant or unduly repetitious
348 testimony.

349 (4) Every party shall be offered, during all stages of any investigation or proceeding
350 conducted under this ethics ordinance, a reasonable opportunity to rebut or offer
351 countervailing evidence.

352 (5) The parties and/or their Attorneys or representatives at law shall provide each
353 other with an opportunity to examine all documents and records to be used at a hearing
354 under this section at least ten (10) business days prior to the scheduled hearing.

355 (6) The parties may make a brief opening statement to acquaint the board with
356 the nature of the complaint.

357 (7) During the hearing, the parties shall have the opportunity to present witnesses,
358 confront and cross-examine adverse witnesses and establish all pertinent facts.

359 (8) The voting members of the Ethics Board may direct questions to any party or
360 witness.

(9) The burden of proving violations alleged in the complaint shall be on the complainant. Violations shall be proven by clear, convincing and satisfactory evidence.

(10) All proceedings held before the Ethics Board shall be recorded either by a certified court reporter or an electronic recording device.

(11) The Ethics Board shall have the power to compel attendance of witnesses and to issue subpoenas under Wis. Stat. §885.01.

(12) Unless otherwise precluded by law, informal disposition of any case may be made by stipulation, agreed settlement, consent order or default.

1.14 Deliberations and Decision. Upon completion of the hearing, the Ethics Board shall adjourn to closed session for deliberations. Any person not a member of the board, including county board supervisors, shall be excluded from the deliberations of the Ethics Board. Corporation Counsel shall further be excluded from deliberations if Corporation Counsel prosecuted the complaint on behalf of the complainant. Within the ten (10) workdays of the conclusion of the hearing, the Ethics Board shall complete and serve the parties its written findings of fact, conclusions of law, recommendations and orders signed by all participating Ethics Board members concerning the propriety of the conduct of the Official or Employee. The recommendations made by the Ethics Board may include a recommendation of the action and/or discipline that the Ethics Board believes that the Official or Employee by the Official's or Employee's governing, appointing or hiring authority should consider taking against the accused including, without limitation, censure, suspension, removal of an Official from office or employment or that an Employee be disciplined or discharged.

If the Ethics Board determines that no violation of this ethics ordinance has occurred it shall dismiss the complaint and notify all parties involved, including the accused, and if requested to do so by the accused issue a public statement. If the Ethics Board finds that clear, satisfactory and convincing evidence of an ethics violation exists, the Ethics Board shall take any action and make any recommendations and/or orders that it deems appropriate in accordance with this paragraph and section 1.15 below. The official or body to whom the decision of the Ethics Board is referred shall be guided by the recommendations of the Ethics Board but shall not be obligated to follow them.

1.15 Enforcement and Penalties.

If, after investigation and hearing, the Ethics Board determines by clear, convincing and satisfactory evidence that a violation of this ethics ordinance has occurred, the Ethics Board must take one (1) or more of the following actions:

A. Supervisors. If the person found to have violated this ethics ordinance is an elected member of the Board of Supervisors, the Ethics Board may refer the matter and recommendations to the Board of Supervisors for whatever action the Board of Supervisors deems appropriate under law.

B. Other Elected Officials. If the person found to have violated this ordinance is an elected county official other than a member of the Board of Supervisors, the matter may be referred to the official or body with the authority to remove the official from office as provided under the Adams County Ordinances or Wisconsin Statutes. If none is

designated in the Adams County Ordinances or Wisconsin Statutes, the matter shall be referred to the Board of Supervisors.

C. Appointed Officials. If the person found to have violated this Ordinance is an appointed county official, the matter may be referred to the official or body with the authority to remove the official from office as provided under the Adams County Ordinances or Wisconsin Statutes. If none is designated by the Adams County Ordinances or Wisconsin Statutes, then the matter shall be referred to the official or body who appointed the official to office.

D. Employees. If the person found to have violated this ordinance is an employee, the Ethics Board may refer the matter to the employee's appointing/hiring authority. Employees are subject to Adams County Discipline Policy Document No. 5.

E. Return/Restitution. An order for the specified return of county property or funds or gifts and/or restitution for the value of the gifts, property and funds procured, obtained or retained as a result of a violation of this Ordinance. An order for return/restitution shall include a deadline for return or making restitution.

F. Modify Behavior. An order requiring the accused to conform his/her conduct to this Ordinance.

G. Fine. An order requiring an individual who has been determined by the Ethics Board to have violated this Ordinance to forfeit an amount not less than One Hundred Dollars (\$100) nor more than One Thousand Dollars (\$1,000) for each offense along with a payment deadline.

H. Corporation Counsel Action. Corporation Counsel, when requested by the Ethics Board, shall issue an advisory opinion pursuant to Wis. Stats. §19.59(5). When requested by the Ethics Board, Corporation Counsel may institute a civil proceeding to recover any forfeiture, restitution or enforce any declaratory order under this Ordinance which has not been timely complied with by the subject of the order. Any forfeiture or other funds recovered under this section shall be remitted to the Adams County Treasurer. Any property ordered to be returned shall be returned to the county department or entity from which the property was taken, or to any other person or entity providing a gift.

I. Referral to the District Attorney. [Wis. Stats. §19.59(8)] Referral to the District Attorney to commence enforcement, including costs of prosecution, interest and penalties as permitted by Wisconsin Statutes.

J. Other Penalties. The enumerated penalties and sanctions in this section shall not be construed to limit the authority of the Ethics Board [Wis. Stats. §19.59(4)] or the County from imposing any additional penalties or sanctions. Any person found by the Ethics Board to have violated any portion of this Ordinance shall be subject to private reprimand, public reprimand, denial of salary or merit increase, suspension without pay, removal from employment or office in accordance with the provisions of Wisconsin Statutes or other disciplinary actions pursuant to the recommendations of the Ethics Board and/or judgment of the official or body to whom the decision of the Ethics Board is referred under this section. Any action taken by an Official or Employee that is deemed in violation of this section may be deemed void by Adams County.

K. Miscellaneous.

1. Any other recommendations or orders as may be necessary and appropriate to carry out the intent and purpose of this ethics ordinance.

2. No recommendation or order of the Ethics Board shall become effective until twenty (20) days after it is issued.
3. Reference to Statutes and Ordinance cited herein shall include any and all future renumbering thereof.

1.16 Appeal. The affected Official or Employee shall have a right of appeal to the County Board after a written decision is entered, or by grievance in the collective bargaining agreement, if applicable. Such appeal must be made in writing within fifteen (15) days of the decision of the Ethics Board. The filing of an appeal shall stay any recommendations and/orders issued by the Ethics Board hereunder. The County Board shall affirm the factual and legal findings of the Ethics Board unless such factual and legal findings are clearly erroneous.

1.17 Prior Ordinance Repealed. Adams County Ordinance 22-2011 is repealed in its entirety upon adoption of this Ordinance.

1.18 Effective Date. This Ordinance will be in full force and effect upon passage and after publication.

Recommended for adoption by the Administrative & Finance Committee this 9th day of June, 2017.

Mark Hamburg
John West
Paul S. Sullivan

Enacted _____
 Defeated _____ by the Adams County Board of Supervisors
 Tabled _____ this 20th day of June, 2017.

Chairman

County Clerk

☒ Reviewed by Corporation Counsel

Ad Hoc Building Minutes
May 17, 2017 9:00 a.m. Room A231

The meeting was called to order at 9:01 a.m. by Chairperson Grabarski. The meeting was properly noticed. Roll Call: Borud, Grabarski, Hickethier, Pisellini and Repinski. Also present: Petkovsek, Scott Sorensen, Kevin Anderson/Ron Locast (Potter Lawson Inc.), Wagner, Gervais, Sedlar, Lester Wilson, Toby Roseberry, Wollin, Fahrenkrug, Hamman, Nickel, Leja, Quinnell, Colburn, Phillippi, Bill Pegler (Times Reporter) and Gilner.

Motioned by Hickethier/Borud to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Borud/Repinski to approve the March 30, 2017 minutes. Motion carried by unanimous voice vote. (*Note: These minutes were already approved at the April 19, 2017 meeting.)

Public Participation: None

Deviated to Item #10.

Item #10 Discuss Potter Lawson options: Kevin Anderson and Ron Locast, from Potter Lawson Inc., gave a presentation, recapping the scope of the project, survey results, construction plans; handout of the area summary and project approach was given out.

- A1 & A2 – new administration building, pros and cons: They gave a presentation regarding the pros and cons of going with the construction of a new administration building. Discussion took place.
- B – addition to existing courthouse, pros and cons: Discussion took place. Wasting money was a concern that was discussed.

Recess: Motioned by Grabarski/Repinski to take a recess at 10:34 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman Grabarski at 10:42 a.m. All present.

Item #7 Correspondence: Veteran's Memorial – Scott Sorensen: Discussion took place regarding the cost of the Veteran's Memorial project being added into the new building project. Sorensen brought a computer picture of what the memorial would potentially look like.

Item #8 Court Security Meeting Update: Discussion took place; items discussed were: security issues in existing building; the Judge wants more uniformed deputies in the courtrooms; single point access – people flow problem.

Item #9 Discuss building sites as presented in Conceptual Study along with any other potential sites: Discussed site options. Questions raised were: buying existing houses; parking; use existing structures; going north – fuel tank, generator, etc. to be moved. Wollin questioned, 'do we fix the jail concerns or address the full government?'

Item #11 Discuss and/or act on additional concept plans for security and building needs: Still discussing whether to just fix the jail area, or to address the other needs that have been talked about regarding all of the courthouse. No decisions were made. P121

Item #12 Discuss options/procedures to ensure best practices for building project: The mutual sentiment of the committee was that hiring a project manager would be the best practice in undertaking this project.

Upcoming agenda items:

Proposals for working with Wollin/Petkovsek for ideas on what to do next.

Next meeting date: June 15th, 2017 at 9:00 a.m.

Motioned by Repinski/Borud to adjourn at 11:30 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Rocky Gilner
Recording Secretary

These minutes have not been approved by the committee.

S:\Ad Hoc Building Committee\Minutes\Ad Hoc Building May 17, 2017 minutes.docx

April 7, 2017 9:00 a.m. Room A260

The meeting was called to order by Chairman West at 9:01 a.m. The meeting was properly noticed. Present: Allen, Grabarski, Parr, West and Hickethier (in for Pisellini) present. Excused: Pisellini. Also present: Petkovsek, Wagner, Repinski, Kaye, Miller, Tolley, Fahrenkrug, Bill Pegler (Times-Reporter) and Kroening.

Motioned by Allen/Grabarski to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Grabarski/Parr to approve minutes from Feb. 9, March 3, 6 & 9, 2017. Motion carried by unanimous voice vote.

Public Participation: Allowed as needed throughout meeting per agenda.

Correspondence: None

Item #8 Corporation Counsel monthly report. Wagner gave a verbal report. Spoke on child protective services, truancy cases, crisis cases that he has been involved with. He spoke regarding his visit to Oxford Correctional facility. Allen questioned Wagner regarding letter received from Nickel. Wagner will be contacting Nickel next week.

Present: Zander @ 9:07 a.m., during Wagner report.

Present: Colburn @ 9:15 a.m., during Wagner report.

Item #9 Personnel monthly report. Kaye gave verbal report, reading off of the report that was in the packet. The District Attorney's office position opening was offered to Vickie Dickman; she will begin April 19th. The Economic Support position at Health & Human Services was offered to Tara Myer. An offer was made to an individual for the Finance Manager position.

Discuss and/or act on starting wage and conditions for promotion of two jail deputies to jail sergeant. Discussed starting wages for 2 jail deputies to jail sergeant. Motioned by Grabarski/Hickethier to approve a starting wage of \$23.40 for the deputies, with an evaluation to be done in 1 year; pay will be retroactive back to March 19, 2017. Motion carried by unanimous voice vote.

Present: McGhee @ 9:30 a.m., during Kaye report.

Item #10 Treasurer monthly report. Zander gave a brief verbal report, from the report she had submitted in the packet.

- a. *Discuss and/or act on perpetual care funds.* Motioned by Allen/Parr to approve the resolution to discontinue administration of cemetery lot perpetual care funds; and to forward on to county board for approval. Motion carried by unanimous voice vote.

Item #11 MIS monthly report. McGhee spoke prior to conference call at 10:00 a.m., regarding updates on key fobs access, scanners and IT management changing from RMM to Marco on April 20th.

Item #12 County Clerk report. The County Clerk report was included in the handout packet prior to the meeting. Discussion took place. Grabarski repeatedly questioned why the Town of Rome notices for the past election weren't published in the paper, as well as posting on the website. Kroening repeatedly explained that the County Clerk's office has an agreement with the Town of Rome & City of Wisconsin Dells, to not publish their Type B notice (Notice of Spring Election & Sample Ballots). Allen & Hickethier informed the committee that notices were on the website. Grabarski questioned why the clerk's office is selling DNR licenses and if that is State Stat driven. Petkovsek said that it is not State Stat driven. Allen said that he would like the clerk's office to provide, at the next meeting, information on the volume of sales over the past few years, and whether or not it is State Stat mandated to sell them.

ADMINISTRATIVE & FINANCE MEETING MINUTES

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April 7, 2017 9:00 a.m. Room A260

Item #13 Parks Manager reports. A parks handout was included in the packet. Tolley and Miller spoke regarding: looking into cheaper versions (as what was requested of them during their last meeting) of fixing the sea wall issue at Petenwell; the original grant money requirements were looked into; and the hiring of new people.

Item #15 b. Resolution for Participation in Snowmobile and All-Terrain Vehicle/Utility Terrain Vehicle (Atv/Utv) Aids Program. Motioned by Grabarski/Hickethier to approve resolution for participation in snowmobile and all-terrain vehicle/utility terrain vehicle (Atv/Utv) aids programs; and to forward on to county board for approval. Motion carried by unanimous voice vote.

Item #15 a. Resolution to transfer highway funds. Motioned by Allen/Parr to approve resolution to transfer highway funds; and to forward on to county board for approval. Motion carried by unanimous voice vote.

Item #15 c. Sheriff's Office UGG Federal Grant Policy. Fahrenkrug spoke briefly regarding the UGG policy. Motioned by Allen/Grabarski to approve the sheriff's UGG Federal Grant Policy. Motion carried by unanimous voice vote.

Item #11 a. Website review with website provider (conference call). Conference call occurred from 10:02 a.m. – 10:33 a.m. An internet, wall-projected web conference, given by Ryan Rossi, from ReVize Intelligent Publishing, was displayed for the committee. Interactive conversation between Rossi, McGhee and the committee members took place throughout the web conference call. Discussion was as follows: overview was given - it is a government software service; showed a few web designs of other governmental agencies; our website can be designed to look/function however we would like it; our contact person will be Joseph Nagrant. Questions were asked as to how long they have been in business, are upgrades automatic, how many clients in WI, etc. After the conference call ended, McGhee stated that each department will be responsible for doing their own editing on the website. Speaking with other counties that are using this software, McGhee has only heard positive comments. Committee discussed writing a website policy for the county.

Item #14 Administrative Coordinator/County Manager report. Petkovsek informed the committee the Finance position was offered to Kyle Patterson; and he would start April 18th. All UGG policies have been adopted; they're preparing for the 2016 Schenk audit; cash reconcile is not complete. Health & Human Services/Practical Cents issues around 'Family Care' were explained, they won't fully transition until September 2017; there are financial concerns regarding some mandated positions that are state funded. Adams County Property-All Claims Loss Run as of 3/31/17 was provided. Animal control officer is still vacant; fairgrounds grandstand needs repairing, high priority repair items consist of: fence/secretary office/furnace in exhibit building. Medical Examiner report was provided.

Item #15 d. Financing options for space needs/building project. Mike Harrigan will come and discuss financing when needed. Finance options should be presented to the Ad Hoc Building committee. Debt service will be reduced in 2018 by approximately \$400,000, then won't drop until 2023. Hickethier has concerns that we may be expanding beyond the original concern of the sheriff's department needs. Grabarski said that the Health & Human Services building has needs, as well as the fairgrounds. Hickethier questioned the Ad Hoc Building committee's prime directive.

Item #15 e. Updating County Board rules. Wagner gave 2 handouts at the meeting: the existing Adams County Board Rules and County Board Rules. Wagner said that anyone who would like copies, can contact Diane Heider, to request them. He suggested that the committee look over the handouts and bring back to next meeting for discussion.

Item #15 f. Updating Administrative Policy. None.

Item #15 g. Updating Employee Handbook. None.

April 7, 2017 9:00 a.m. Room A260

Item #15 h. Ethics Ordinance. None, Wagner will have for next meeting, to move forward to County Board in May.

Item #15 i. Records retention. Wagner made some changes; will have ready for next meeting.

West would like to have separate meetings for employee handbook, etc., and not have all of these items on the same agenda, in the interest of not having the meetings last so long.

Identify upcoming agenda items:

Updating County Board Rules;

Ethics Ordinance;

Records retention.

Next meeting date set for: May 3rd at 3 p.m.

Closed session did not take place. West said that they have no candidate to discuss at this time. Brief discussion took place regarding reposting. West will work with Karl Nollenberger further on this. Kaye reposted position on website.

Motioned by Allen/Grabarski to adjourn at 12:05 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cheryl Kroening
Recording Secretary

These minutes have been approved by the committee.

ADMINISTRATIVE & FINANCE MEETING MINUTES

May 3, 2017, 3:00 p.m. Room A231

P125

The meeting was called to order by Vice Chairman Grabarski at 3:00 p.m. The meeting was properly noticed. Present: Grabarski, Hamburg (in place of Allen), Parr and Pisellini. Excused: Allen and West. Also present: Nick Segina, Fahrenkrug, McGhee, Oleson, Nickel, Sedlar, Miller, Repinski, Bill Pegler (Times Reporter), Wollin, Tolley, Matt Morrow, Laura Hook (Chamber of Commerce), Wagner, Petkovsek, Patterson, Kaye, Patrick Gatterman, Donna Richards and Liz Hendrickson.

Present: West at 3:02 p.m. West took over the meeting.

Motioned by Pisellini/Parr to approve the agenda. Motion carried by unanimous voice vote. Discussion took place regarding minutes from April 7, 2017. Grabarski disapproved the minutes; would like them to be reworked and sent back at next meeting. Motioned by Grabarski/Hamburg to send the April 7, 2017 minutes back to the clerk's office, to include a more succinct purpose of discussion, and return for approval at the next meeting. Motion carried by unanimous voice vote.

Public Participation: Allowed as needed throughout meeting per agenda.

Correspondence: None

Item #8 Health and Human Services update on the psychiatric costs: Oleson spoke regarding the psychiatric costs, the needs of the department and issues related to mental health and substance abuse. The department is proposing to increase psychiatric hours which could result in costs of approximately \$6,400. Discussion took place. No action taken.

Item #9 Corporation Counsel monthly report: Wagner gave a verbal report confirming statements Oleson made regarding commitments, mental health and opiate addictions; he also spoke on the codification of ordinances and zoning violations.

Item #10 Personnel monthly report: Kaye gave a verbal report, reading off the report that was included in the agenda packet. Some items mentioned consisted of 25 applications received for the child support posting; they are working on the highway superintendent position; the AODA therapist resignation, and Denim Day 2017.

Item #11 Treasurer monthly report: Written report was submitted with the packet.

Item #12 MIS monthly report: McGhee submitted a written report to the committee members. McGhee answered questions from Grabarski relating to items listed on her report consisting of ECHO, scanning documents project in P & Z, and Practical Cents fobs/time clock.

Item #13 County Clerk report: Written report was given to committee members. Phillippi explained the process of posting election notices/newspaper publications. Phillippi answered questions from Hamburg/Grabarski relating to DNR and elections.

Item #14 Parks Manager reports: Miller/Tolley spoke regarding Petenwell/Castle Rock Parks; theft of batteries; private insurance. Additional items of interest consisted of the snowmobile audit; ATV trails; water issues; tree cutting; park development and construction costs.

Item #16 i. Review bids with MSA for ATV/UTV Campground and accept and/or reject any or all bids: Bid results were handed out; no action was taken. Matt Morrow, Miller and Tolley verbally explained the Petenwell Harbor proposal. Tolley provided an overview of cost, project breakdown, and overages.

A meeting will be held before the County Board meeting on May 16th, 2017, for action to be taken on this item.

ADMINISTRATIVE & FINANCE MEETING MINUTES

P126

May 3, 2017, 3:00 p.m. Room A231

Item #16 a. AF Youth Soccer Sponsor Opportunity: Discussion took place; \$75 to sponsor. Miller will check into this further. Miller talked about the parks' sponsorship of youth activities; committee discussed the parks having a recreational program for kids. Miller will research and have further follow-up on this.

Item #16 h. Report from Chamber of Commerce on Winter Sports Shows: Laura Hook (Executive Director) gave an update. Hooks thanked everyone for the opportunity to have a partnership, their objective is to represent the county as a whole. They are in the process of overhauling their website. They are looking at different advertising techniques, such as using banners, face book and new summer events. The current board is as follows: Executive Director – Laura Hook, President – Liz Hendrickson, Vice President – Donna Richards, Treasurer – Patrick Gatterman (until next month). Hendrickson/Gatterman both spoke regarding the Memo of Understanding that the Chamber had with Adams County, regarding the County's contributing costs. Hendrickson confirmed that there was a 2016 contract in place. Discussion took place identifying the sports shows.

Item #15 Administrative Coordinator/County Manager report: Petkovsek gave a verbal report. She introduced Kyle Patterson to the committee. Some items spoke on consisted of: 2016 audit – she participated in exit interview along with West, Trautman, Danielski and Patterson; update on fairgrounds concerns; space study security update; family care transition. A draft Purchasing Policy was handed out; brief discussion took place, pointing out pages 2, 5, 7, 8, 12, 14 and 19.

Item #16 b. Financing options for space needs/building project: Handout was provided and discussion took place.

Item #16 c. Updating County Board Rules: Wagner handed out several copies of the county board rules, showing the progression of changes made. Discussion took place with no action taken; will discuss more next month.

Item #16 d. Updating Administrative Policy: No discussion or action taken.

Item #16 e. Updating Employee Handbook: No discussion or action taken.

Item #16 f. Ethics Ordinance: No discussion or action taken.

Item #16 g. Records retention: Not complete; will discuss next month.

Items #16 j. Interim County Manager/Administrative Coordinator contract: Wagner spoke regarding the ending of the current County Manager contract in May, and explained some of the new changes that are being made to the extended contract, that will carry through until the end of November.

Recess: Motioned by Pisellini/Hamburg to take a recess at 6:11 p.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order at 6:15 p.m. All present.

Item #16 j. Discussion continued: Wagner relayed concerns that had been presented to him from Nickel regarding the contract, referencing LTE language, indicating that the contract should go before County Board for approval. Kaye gave an explanation of the terminology used on the forms. Wagner spoke regarding the employee handbook, and stated that Management positions don't apply; Nickel continued to question/state that he thought they were violating the policy. Wagner provided guidance to the committee regarding the subject. Motioned by Grabarski/Hamburg to contract Petkovsek from June 1, 2017 – November 30, 2017, at a rate of pay of \$1,575 per week. Motion carried by unanimous voice vote.

Agenda item for May 16 meeting:

Discuss and/or act on:

Review bids with MSA for ATV/UTV Campground on Winter Sports Shows.

ADMINISTRATIVE & FINANCE MEETING MINUTES

May 3, 2017, 3:00 p.m. Room A231

P127

Agenda items for June 9 meeting:

Discuss and/or act on:

Updating County Board Rules;

Records retention;

Purchasing Policy;

Resolution General Code Ordinance.

Next meeting date: May 16, 2017 at 3:30 p.m.; June 5, 2017 at noon, for the purpose of reviewing candidate applications; Regular meeting is June 9, 2017 at 9:00 a.m.

Motioned by Grabarski/Hamburg to adjourn at 6:40 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippe

Recording Secretary

These minutes have been approved by the committee

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ADMINISTRATIVE & FINANCE MEETING MINUTES

May 16, 2017 3:30 p.m. Room A231

The meeting was called to order by Chairman West at 3:33 p.m. The meeting was properly noticed. Present: Allen, Grabarski, Parr, Pisellini and West. Also present: Tolley, Wagner, Bill Pegler (Times Reporter), Petkovsek and Patterson.

Motioned by Pisellini/Grabarski to approve the agenda. Motion carried by unanimous voice vote.

5. *Discuss and/or act on Resolution Providing for Publication, Filing and Inspection Prior to Adoption of the Code of General Ordinances:* Motioned by Allen/Pisellini to approve the resolution providing for publication, filing and inspection prior to adoption of the Code of General Ordinances. Motion carried by unanimous voice vote.
6. *Discuss and/or act on reviewing bids with MSA for ATV/UTV Campground and accept and/or reject any or all bids:* Brief discussion took place. Motioned by Grabarski/Pisellini to accept the ATV/UTV campground development bid, as presented in the total project cost report handout from Tolley, showing a total cost of \$745,541, budget allocation of \$558,000 with a maximum over-budget of \$187,541; contingent upon review of contracts, resolutions and carryover fund. Motion carried by unanimous voice vote.

Next regular meeting date is 6/9/17 at 9:00 a.m.

Motioned by Allen/Pisellini to adjourn at 3:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved by the committee

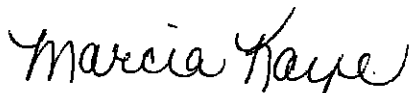
ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday, June 5, 2017

12 p.m., Room A231

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1. The meeting was called to order at 12:00 p.m. by Chairman West.
2. The meeting was properly noticed.
3. In attendance: Mark Hamburg (for Jack Allen), Deborah Parr, Bob Grabarski, Paul Pisellini, John West. Also present: Florence Johnson, Scott Colburn, Barb Morgan, Karl Nollenberger from Gov HR, Barb Petkovsek, Ken Wagner, and Marcia Kaye.
4. Motion by Pisellini, seconded by Parr to Approve the agenda. Motion carried by voice vote.
5. Motion by Grabarski, seconded by Pisellini to convene in closed session per Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on: (a) recommendations of GovHR for choosing candidates for interview for the position of County Manager/Administrative Coordinator; (b) Interview Options and (c) Travel expenses for applicants. Voting yes: Hamburg, Parr, Grabarski, West, Pisellini.
6. Motion by Grabarski, seconded by Hamburg at 2:26 p.m. to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. Motion carried by voice vote.
7. Motion by Pisellini, seconded by Hamburg, to interview candidates 1, 2, 3, 5, and 10. Motion carried by voice vote.
8. Motion by Parr, seconded by Pisellini, for the County to pay travel expenses for the candidates, to include lodging, travel, and meals. Motion carried by voice vote.
9. Identify upcoming agenda items – there were none at this time.
10. Set next meeting date – Next meeting is scheduled for June 9 at 9:00 a.m.
11. Motion by Hamburg, seconded by Grabarski to Adjourn at 2:44 p.m. Voting yes: Hamburg, Parr, Grabarski, West, Pisellini.



Marcia Kaye
Acting Recording Secretary

These minutes have not yet been approved by the Admin & Finance Committee

The meeting was called to order by Chairman West at 4:06 p.m. The meeting was properly announced. There was a moment of silence followed by the Pledge of Allegiance.

Roll Call of Supervisors: Dist. #01-Mark Hamburg; Dist. #02-Rocky Gilner; Dist. #03-Larry Babcock; Dist. #04-Larry Borud; Dist. #05-Jerry Kotlowski; Dist. #06-Barb Morgan; Dist. #07-Fran Dehmlow; Dist. #08-Robin Skala; Dist. #09-Dan Wysocky; Dist. #10-Scott Colburn; Dist. #11-Peter Hickethier; Dist. #12-Fred Nickel; Dist. #13-Florence Johnson; Dist. #14-Deborah Parr; Dist. #15-Jack Allen; Dist. #16-Robert Grabarski; Dist. #17-Gordon Carlson; Dist. #18-John West; Dist. #19-Dave Repinski; Dist. #20-Paul Pisellini. SAYL student Klaus present.

Motioned by Hickethier/Colburn to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Carlson/Colburn to approve the April 18th, 2017 minutes. Motion carried by unanimous voice vote, with the exception of Nickel abstaining.

Public participation: None

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Carlson, Colburn, Dehmlow, Gilner, Grabarski and Hamburg.

Claims: None

Correspondence: None

Appointments: Motioned by Repinski/Nickel to reappoint Ed Heideman and Scott Colburn to Veterans Service Commission for 3 year terms, and reappoint Bob Krause to BOA for a 3 year term. Motion carried by unanimous voice vote.

Unfinished Business: None

Reports and Presentations: Presentation of Level III Health Department Certification was given by Christina Beach-Baumgartner, MPH, Southern Regional Director, WI DHS/Division of Public Health. Presentation of the Adams County Community Health Needs Assessment and 2017 County Health Rankings by Public Health Officer, Sarah Grosshuesch was given.

Recess: Motioned by Allen/Nickel to take a recess at 4:45 p.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman West at 4:48 p.m. All present.

Motioned by Wysocky/Hamburg to accept the 2016 Highway Department Financial Report that was handed out with the board packet. Motion carried by unanimous voice vote. Daric Smith, ACED, gave a verbal report. Petkovsek, Interim County Manager, gave a verbal report.

Senator Patrick Testin gave a verbal report.

Resolutions:

Res. #23: Motioned by Allen/Colburn to adopt Res. #23-17 providing for publication, filing and inspection prior to adoption of the Code of General Ordinances. Motion to adopt Res. #23-17 carried by roll call vote, 18 yes, 2 no. Voting no, Johnson and Nickel. SAYL student Klaus, yes (non-binding vote).

Ordinances:

Ord. #12: Motioned by Gilner/Morgan to enact Ord. #12-17 to rezone a portion (approx. 2.4 acres) of an 80.53 acre parcel from an R3 Residential District to an A1 Exclusive Agriculture District; property located in the NE ¼, NE ¼, & the NW ¼, NE ¼, Section 22, Township 16 North, Range 6 East, Lot 1 of CSM 6027 at 927 Elk Avenue, Town of Easton, Adams County, Wisconsin. Motion to enact Ord. #12-17 carried by roll call vote, 19 yes, 1 abstaining. Abstaining, Parr. SAYL student Klaus, abstaining (non-binding).

Ord. #13: Motioned by Gilner/Colburn to enact Ord. #13-17 to rezone a parcel of land (9.0 acres) from an A3 Secondary Agriculture District to an R-2 Rural Residential District; property located in the SE ¼, SE ¼, Section 10, Township 14 North, Range 6 East, Lot 6 of CSM 4418 at 3797 9th Avenue, Town of Dell Prairie, Adams County, Wisconsin. Motion to enact Ord. #13-17 carried by roll call vote, 20 yes. SAYL student Klaus, yes (non-binding vote).

Denials: None

Petitions:

Pet. #1: Motioned by Repinski/Wysocky to adopt Pet. #1-17 for the Town of Preston petition for aid in the construction of a culvert as provided by Section 82.08 of the Wisconsin Statutes; culverts located at: Cypress Avenue at Carter Creek (Between STH 13 & 11th Avenue) & Cypress Avenue at Bingham Creek (Between 10th Avenue & 11th Avenue). Motion to adopt Pet. #1-17 carried by roll call vote, 20 yes. SAYL student Klaus, yes (non-binding vote).

Motioned by Hamburg/Colburn to approve claims. Motion carried by unanimous voice vote.

Motioned by Hickethier/Colburn to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Allen for County Clerk to correct any and/or all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Next meeting date: June 19th, 2017 @ 11:00 a.m. for County Manager candidate interviews; June 20th, 2017 @ 6:00 p.m. regular meeting

Motioned by Wysocky/Repinski to adjourn at 5:30 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Adams County Clerk
CP/ck

These minutes have not been approved by the County Board.

S:\COUNTY BOARD\County Board Minutes\2017 Board Minutes\May 16, 2017 cty bd mtg minutes.doc

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – May 8, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Chairman Jack Allen at 4:00p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Marge Edwards, Peter Hickethier, Fran Dehmlow, Scott Colburn and Terry Harvey-Beversdorf. Absent excused: Deb Johnson-Schuh

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Erin Schiferl, Diane Osborn, Cindi Flynn, Sherrie Manning, Donna Richards, Kay Saarinen-Barr and Ruth Horndasch.

Veterans Services Staff Present: Steve Dykes

Also in attendance: Barb Petkovsek, Interim County Manager/Administrative Coordinator, Kyle Patterson, County Finance Manager & Bill Pegler, Reporter for the Times Reporter.

Interim County Manager Petkovsek introduced the new County Finance Manager, Kyle Patterson to the Health & Human Services Board.

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the May 8, 2017 Health & Human Services & Veterans Services Board Meeting agenda by Hickethier/Colburn. Motion carried by UVV.
5. **Approval of Minutes – April 10, 2017 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the April 10, 2017 Health & Human Services & Veterans Services Meeting Minutes by Colburn/Edwards. Motion carried by UVV.
6. **Public Comment** – None.
7. **Correspondence** – Director Oleson announced that our agency received an award for Kids Day from the Ryan Larson American Legion Post. Oleson stated that our agency is proud to help out at the annual event and over 1,000 people were in attendance.
8. **Announcements** – Oleson announced that the UW Alumni Association Project 72 campaign selected the Adams County Cancer Awareness team (ACCAT) and will promote a campaign

featuring Public Health Manager Grosshuesch on a bill board as well as other media information that will feature the whole team from the community. The Cancer Awareness Team received the 2017 Community-University Partnership Award from UW that will be presented on June 28th. Grosshuesch offered that many people are part of this partnership. Oleson stated that the June HHS & Veterans Services Board Meeting Packet will be sent out on Monday, June 5th.

Veterans Services

1. **Veterans Services Officer's Report April 2017.** A written report was distributed to the Board. Supervisor Allen asked if the Board had any questions concerning Officer Dykes report. No questions were asked.
2. **Review and approval of April 2017 Veterans Services Vouchers and Financial Report.** Supervisor Allen asked the Board if they had any questions concerning the Veterans Services Financial Report. Board members did not have any questions. A motion was made by Colburn/Harvey-Beversdorf to approve the Veterans Services vouchers and financial report for April 2017. Motion carried by UVV.

Veterans Services Officer Dykes was dismissed at 4:07pm.

Health & Human Services

New Business:

1. **Review March 2017 Health & Human Services Financial Report.** Supervisor Allen asked the Board if they had any questions concerning the HHS Financial Report. Supervisors Colburn asked general questions about expenditures that were being depleted at a higher rate than other expenditures. Fiscal Manager Pierce explained that some line items include prepayments for the year and some have costs that offset. Supervisor Grabarski asked when the final 2016 Financial Report would be completed. Pierce stated that she should have the final numbers at the June meeting.
2. **Review & Approval March 2017 Health & Human Services Vouchers.** Supervisor Allen asked the Board if they had any questions concerning the voucher report. Members of the Board asked general questions concerning voucher expenses paid. There being no further questions, a motion was made to approve the March 2017 Health & Human Services Vouchers by Colburn/Grabarski. Motion carried by UVV.
3. **Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson stated that she had nothing to add to her report and asked if there were any questions. Supervisor Grabarski asked if there were any other personnel updates. Oleson stated that one of the CCS Service Coordinators has put in her resignation

effective June 30th. Board Member Harvey-Beversdorf asked if there was an update concerning Family Care. Oleson stated that she will provide a full update later in the meeting since it is an agenda item.

Division Updates –

ADRC - Supervisor Colburn asked if Social Security covered medical transportation rides for seniors. ADRC Manager Richards stated that it was not covered expense though Social Security. The grant program supplements medical rides for seniors not on Medicaid.

Behavioral Health – Supervisor Colburn asked if the 10 hours of jail time counseling has been beneficial and if Behavioral Health Manager Saarinen-Barr is keeping track. Supervisor Colburn would like to see the trend report. Director Oleson explained that a truer picture of progress would be seen over several months. Board Member Edwards asked if the statistics reported in the Board Narrative are consistent with last year. Saarinen-Barr stated they were.

Economic Support – Supervisor Grabarski asked Economic Support Manager Flynn to further explain the computer issues her division have been experiencing. Flynn explained that her division has thin client computers so that they are able to interface with State websites. Training for the new worker was delayed because her thin client computer would not function properly for test taking. A laptop was brought in to use for taking the tests. Supervisor Grabarski also asked about the recent news report of the FoodShare fraud case and how fraud is handled in our county. Flynn stated that fraud cases are handled by Dane County and that our Sheriff's Department works well with them. Overpayments are handled out of our agency and we receive 15% back. A check is issued once per year. In 2016 we received \$22,000.

Fiscal – Supervisor Grabarski thanked Fiscal Manager Pierce for the Practical Cents Statement of Revenues and Expenditures breakdown for 2016.

Long Term Support – Director Oleson stated that Kids Day was a huge success with up to 1,000 people attending.

Practical Cents – Board Member Edwards asked if a pick-up service is available for furniture. Practical Cents Manager Manning stated that they have a box truck and will pick up furniture.

Public Health – Board Member Edwards asked if Public Health Officer Grosshuesch was aware of the Netflix movie "13 Reasons Why". Grosshuesch is aware but has not reviewed the material. Grosshuesch discussed the school districts likely response to the material. Edwards also asked about blue/green algae and how information will be distributed. Grosshuesch stated that she is working on a campaign that might possibly include a hotline being set up. Supervisor Colburn asked what the recent outbreak was. Grosshuesch stated it was chicken pox.

4. **Administration: Update on electronic health record (ECHO) implementation.** Director Oleson stated that the agency continues to work out issues with ECHO and PPS. A successful

test was done for PPS data related to AODA but the Mental Health test was not successful but we are getting closer to getting it to work. Scanning is still in process due to office moves and the audit. PPS has priority at this time. February billing is out and a policy for completing case notes is in process. ECHO update will stay on the agenda.

5. Administration: Overview of agency services provided outside of regular business hours.

Director Oleson explained that many of our divisions work after regular business hours. Behavioral Health staff have late afternoon psychiatry appointments 6 days per month that go until 6pm, the Clinic is open on Thursday's every week until 7pm, there is an AODA group meeting on Thursday evenings and mobile crisis is from 5pm – 1am every day. Children & Family Services hold youth group meetings Tuesday's and Wednesday's. Parenting classes and family group conferences take place occasionally in the evenings and child abuse & juvenile intake is 24/7. Support Services and Fiscal staff are at the reception desk when the office is open after hours. Additionally, staff volunteer for Kid's Day and Senior Fair and often attend trainings, respond to APS and Public Health emergencies. There are also some staff who must work a different schedule to accommodate client's schedules and there are times when a client would need to meet outside regular business hours.

6. Behavioral Health: Discuss and/or approve updated Records Technician job description.

Director Oleson stated that the Records Technician job description with tracked changes and a clean copy were handed out to board members for review at the start of the meeting. Oleson stated that this is just an update to the job description and that it would not go before WIPFLI for review. There being no questions, a motion was made to approve the Records Technician job description by Hickethier/Colburn. Motion carried by UVV.

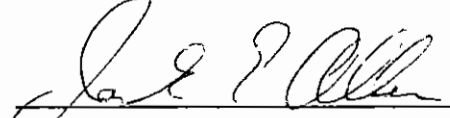
7. Long Term Support: Discuss Family Care transition. Director Oleson stated that our agency planned to start Family Care enrollment counseling through the ADRC beginning May 1st but this did not take place because we received news at the end of April that there was a legal issue between the Department of Health Services and a Managed Care Organization that was not selected to serve our geographic region. The State will have more information this fall and if the legal process allows, we will start transitioning to Family Care this fall. Until then, our department will go back to doing business as usual with the roles and responsibilities of the Long Term Support division and the ADRC. Oleson stated that she had a draft statement to read from the State. After the reading of the statement, Oleson stated that much work will need to be done between LTS and the ADRC. HHS will work closely with the State concerning additional costs that may be incurred during this time related to staffing challenges. This change will also affect Fiscal and Economic Support staff. Supervisor Allen asked if the State would be willing to come to a County Board Meeting. Barb Petkovsek offered that June might be a good time for the State to present but suggested that Oleson work with Chairman West to schedule. Oleson expects that the State will send a letter detailing the process.

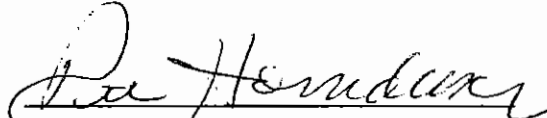
8. **Public Health: Presentation of the 2017 County Health Rankings.** Public Health Officer Grosshuesch reviewed Adams County Health Outcomes, Health Factors and Policies and Programs as it relates to where we rank compared to other counties in the State. Our county struggles to excel in many areas. Big concerns identified were poor rankings for excessive alcohol/drug use, access to medical care, child abuse and neglect rates and educational concerns with low reading scores reported. After the presentation, the board briefly discussed the outcomes and expressed their concerns. Supervisor Allen asked Grosshuesch if she had any update concerning the YMCA. Grosshuesch stated that a market feasibility survey would be sent out. Donors are being sought and parcels are being reviewed for a building site. No additional information is available at this time.

9. **Next Regular Meeting Date** – Monday, June 12, 2017 @ 4:00 p.m.

10. **Adjournment:** Motion to adjourn at 5:25 p.m. by Hickethier/Edwards. Motion carried by UVV.

*These minutes have been approved by the committee.
Minutes respectfully submitted by Ruth Horndasch.*


Jack Allen – Chair


Ruth Horndasch – Recording Secretary

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

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**THURSDAY, MAY 11, 2017 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock ~ Chairperson
Dan Wysocky ~ Vice-Chairperson
Mark Hamburg
Larry Borud
Gordy Carlson

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Bob Buerger and
Jon Sonnenberg

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, May 11, 2017.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, WYSOCKY, HAMBURG, BORUD AND CARLSON.
ALL MEMBERS PRESENT.

APPROVAL OF AGENDA: *Motion by Hamburg to approve the Agenda as presented, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS:

- Review & Act on Town of Rome Memorandum of Understanding (MOU) to Mow a Section of CTH D

APPROVAL OF MINUTES OF LAST MEETING (APRIL 13, 2017): *Motion by Hamburg to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for April 13, 2017 Regular Monthly Meeting, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON SEVEN SISTERS GRAVEL PIT LEASE AGREEMENT:
Highway Commissioner informed the Committee that the Kraemer Company has expressed interest in renewal and extending the Seven Sister Gravel Pit Lease Agreement to a 10 year term. Documents for this lease agreement was sent to Corporation Counsel for review and has not been returned to the Highway Department. No discussion or action taken at this time, this item will be placed on the June Highway Committee Meeting Agenda.

REVIEW & ACT ON TOWN OF ROME MEMORANDUM OF UNDERSTANDING (MOU) TO MOW A SECTION OF CTH D: Jon Sonnenberg representative from the Town of Rome was present to inform the Highway Committee that the Town of Rome would like to mow the roadside on CTH D from STH 13 to 9th Avenue more than the twice a year than what the County currently mows it. *Motion by Hamburg to approve and sign the Memorandum of Understanding with the Town of Rome which would allow the Town*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MAY 11, 2017 ~ 9:00 A.M.**

of Rome to mow the roadside on CTH D from STH 13 to 9th Avenue, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & DISCUSS OR ACT ON SURFACE TRANSPORTATION PROGRAM ~ RURAL (STP~R) GRANTS / FUTURE PROJECTS ~ FUNDS AVAILABLE: Highway Commissioner discussed with the Committee future Surface Transportation Program grants and what would be available for Adams County. Adams County has an STP grant that will be utilized in 2018 for CTH Z (18th – Wood County Line). *Motion by Hamburg to postpone applying for a Surface Transportation Program grant until the next cycle, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REQUEST APPROVAL TO ADVERTISE FOR WOOD BIDS: Highway Commissioner asking for authorization to advertise wood for sale in the local newspaper. The wood was from the STH 21 brushing that the property owners did not want and is approximately 8.5 cords, funds will be returned to Wisconsin Department of Transportation. *Motion by Wysocky to authorize the Highway Commissioner to advertise wood for sale bids and award to highest bidder, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Crack Filling CTH C
 - Started STH 21 Crack Filling PBM Project
 - Patching
 - Downfall Tree Cleanup
 - Shoulder Reclaiming ~ CTH & STH
 - Possible DMA for shoulders on STH 82
 - Water Issues
- CTH O: complaint is culverts on CTH O are too high causing flooding of property 800 & 900 Block
 CTH C: complaint is CTH C is causing flooding in basement 700 Block
 CTH Z: complaint of water in basement 2100 Block
- Updated the Committee on the CTH P Construction Project

FINANCIAL REPORT:

- *Motion by Hamburg to approve the 2016 Financial Report of Highway Operations as presented, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*
- *Motion by Hamburg to approve the April 2017 Financial Report as presented, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. *Motion by Hamburg to approve the Monthly Check Summary report as presented, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Bids: Shop Truck / Crew Cab / Salt Brine Equipment
- Seven Sisters Gravel Pit Lease Agreement

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MAY 11, 2017 ~ 9:00 A.M.**

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- Brushing Concerns ~ 1123 CTH D

SET NEXT MEETING DATE AND ADJOURN: *Motion by Carlson, second by Wysocky, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, June 8, 2017 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 9:50 A.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Land & Water and Resource and Recreation Committee Meeting Minutes
Tuesday, April 11, 2017, 1:00 p.m.
Adams County Community Center, Room 103

The meeting was properly announced.

Roll call: Morgan, Johnson, Karch, Bork, Wysocky, and Repinski (in for Nickel), Keaton (SAYL member). Excused, Pisellini and Nickel. Also present, Sedlar, Benson, Phillippi, Bill Pegler (Times), Voss, Allen, DeSmith and Rogers.

The pledge of allegiance was said.

Motioned by Repinski/Karch to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Wysocky/Karch to approve the minutes from February 14, 2016 Land and Water and Resource and Recreation Committee Meeting. Motion carried by unanimous voice vote.

Motioned by Karch/Wysocky to approve the minutes from March 14, 2016 Land and Water and Resource and Recreation Committee Meeting. Motion carried by unanimous voice vote.

Public participation. None

Committee to discuss and/or take action on the following University of Wisconsin Extension agenda items:

Monthly Reports:

Allen gave a brief update on raising thinking children classes; 10 families just finished 2nd class. The families would like to expand the 1 hour sessions to 2 hour sessions. Working on partnership with the school for next fall.

Voss reported that Master Gardener (Juneau/Adams County) will be holding an event on May 11th at the Mauston Library hosting a specialist from Madison.

DeSmith informed the committee that Arneson wanted them to know newspaper publications are over, due to drainage board ads etc. Clean sweep beginning balance is incorrect, it's reflecting 2016 numbers.

March Financial Statements and Check Summary were handed out. Johnson would like to see teen court/SAYL on the report - modifying by adding SAYL. \$30.00 disbursement is not clear and would like to know if the \$30.00 went to Keaton.

Motioned by Wysocky/Johnson to approve the Drainage Board Nominations and forward on to the judge. Motion carried by unanimous voice vote.

Motioned by Johnson/Wysocky to approve the FoodWise County Agreement. Motion carried by unanimous voice vote. DeSmith reported this program began in 1995, there are 60 counties in the state that have this program.

Update on nEXT Generation: The two new assistant deans are Matt Hansen and Dave Berad. The next level of position they will be dealing with is the area extension director, filling 18 multi-county positions. The area region will be Adams/Marquette/Waushara/Juneau/Green Lake.

Motioned by Wysocky/Karch to approve the Food Preservation Educator Program. Motion carried by unanimous voice vote. This is a 60/40 split from July – Oct, 4 hours a week.

Staffing Updates: Youth Development Summer Assistant – will be interviewing 2 candidates. Current interim positions go thru December 31. Swensen will retain department head position until Dec 31.

Update on Office Space: Everyone is moved in. The cubicles will be moved forward 2 feet, the departments are waiting on Herman Miller to complete this work. The area can be toured whenever someone would like to.

Committee to discuss and/or take action on the following Land & Water Conservation Department agenda items:

Report on USDA-APHIS: Benson presented the proposed fence project; moving Westward; the budget is flush; now is the time to move forward with the projects. The proposed Leola Cranberry project is 15,000'. The DNR's portion is 75% and the owners is 25%. A \$58,000 increase in the abatement budget is needed.

Motioned by Karch/Wysocky to allow amendment of budget from original to \$58,000, approving the Leola Cranberry project. Motion carried by unanimous voice vote.

Report on USDA-NRCS - none

Report on USDA-FSA - none

Report on WDNR - none

Report on Golden Sands RC&D - none

Report on LWCD- update on harvester/landing was given. Sedlar will be drafting a letter with specific specifications. A manure spill was on G & 21; everything was cleaned up. Sedlar did not receive notification, he wasn't exactly sure why. A new revised annual report was created by Rogers, and was given to each member of the committee. Repinski recommends that this go to all county board supervisors.

Motioned by Karch/Bork to approve the 2018 DATCP grant application, Morgan to sign. Motion carried by unanimous voice vote. Sedlar explained tiered system for reimbursement, that the 100%/55% equals the first/second position.

Motioned by Johnson/Repinski to allow Sedlar to negotiate regarding the Cottonville Lake easement/property purchase, utilizing the three options presented and bring back to the committee next month. Motion carried by unanimous voice vote. This is a parcel of land that is less than an acre, that is in the emergency spillway. Recommendation by Sedlar is to go with one of three different options:

1. Purchase outright
2. To retain ownership with an easement, with us being responsible

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3. Take ownership with easement to allow access to waterfront and should ownership of other party change hands, the easement ceases, with no access to new owner.

Motioned by Johnson/Repinski to send certified letters to delinquent non-metallic mining operators requiring a response within 14 days or they'll be red-tagged. Motion carried by unanimous voice vote. Three parties, Edmund, McSeng and Smeja to receive letters.

Financial report distributed.

Communications: Sedlar indicated landscapers in the Tri-Lakes area are concerned about water quality issues as well as everyone else. A few landscapers don't mow the last 35 feet near the water and mow clippings away from the water/water edge. There is movement to be certified or labeled as a lake friendly lawn care service to promote sound environmental practices. Updates on this will be forth coming.

Cranberry operations value water quality-water quality impacts their production; Sedlar is working on coordination of touring facilities.

Manure spreading has started. Water levels are starting to go down. A tree was removed from an Easton dam area and another should be taken down, however it's on another landowner's property. Contact will be made with adjoining owner to see what can be worked out.

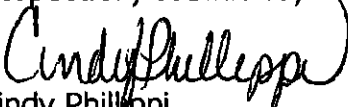
75 dairy producers are looking for a place to pick up their milk.

Next meeting date: May 9th at 1:00 p.m. at the courthouse. Morgan/Bork to be excused at the next meeting, Johnson will be chairing the meeting.

Motioned by Johnson/Karch to adjourn at 2:20 p.m. Motion carried by unanimous voice vote.

Members can tour the Extension/ADRC area upon adjournment.

Respectfully submitted,



Cindy Philippi

Recording Secretary

These minutes have been approved.

S:\Land & Water Resource & Recreation Minutes\L&W Resource & Recreation Minutes April 11, 2017.docx

**ADAMS COUNTY LANDFILL ADVISORY COMMITTEE
MEETING MINUTES
MONDAY, MAY 15, 2017, 7:00 P.M.
STRONGS PRAIRIE TOWN HALL**

Members Present:

Dennis Erickson, Strongs Prairie Town Chair
Brenda Quinell, SW Director/Recycling Coordinator
Kay Olson-Martz, Strongs Prairie Citizen Member
Larry Gasienica, Preston Town Representative (7:17)

Others Present:

Nick Segina, Citizen

CALL TO ORDER, ROLL CALL & APPROVAL OF AGENDA: The meeting of the Solid Waste Advisory Committee was called to order by Chair Dennis Erickson at 7:14 P.M. Committee members present were Erickson, Quinell and Olson-Martz. The meeting was properly noticed.

There were no additions or changes to the agenda. *Motion by Olson-Martz, second by Erickson, to approve the agenda as presented. All in favor. Motion carried.*

MINUTES: The minutes of the December 19, 2016 Advisory Committee Meeting were reviewed. *Motion by Olson-Martz, second by Erickson, to approve the minutes of the December 19, 2016 Advisory Committee Meeting as printed. All in favor. Motion carried.*

UPDATE ON OPERATIONS/SITE REPORT/UPDATE ON OUT-OF-COUNTY WASTE: Ms. Quinell then reported on the following items:

SITE REPORT THROUGH APRIL 2017

ADMINISTRATIVE: Business is running smoothly and continues to grow. Two long-time employees retired at the end of 2016 and new employees hired in their stead. Changes have been made in routes in order to maximize personnel and alleviate shortages of man and equipment on certain weekdays.

Gasienica arrived at 7:17 P.M.

RECYCLING: Recycling markets are holding steady. Baled recyclables, scrap metals, tires, appliances, fluorescent bulbs, batteries, and waste oil/antifreeze are being shipped regularly. Glass is being sold a little bit more for use as aggregate to private and public entities. The Director continues to work with the company out of Waupaca who is interested in trying to use the glass for blasting. A new self-tying baler was installed for the cardboard to replace an aging one. We continue to recycle cartons but the market for them is not easy to access and we may have to discontinue. The Director is working with a private hauler from La Crosse on the cartons.

We continue to contract with Nicolet for contracted labor and use the Community Programs/Huber for additional labor.

REVENUES & TIPPAGE: 2017 Garbage tippage through April is 5% greater than last year at this time.

The Town of Jackson and Village of Coloma contracted curbside pickup continues to go smoothly. The City of Adams, Village of Friendship, and Dell Prairie waste continues to come here by Clark Disposal.

For large roll-off container haul fees for the first four months (Does NOT include tippage):

2017 we delivered 262 large roll-off containers (Revenues \$63,025.00)
 2016 we delivered 247 large roll-off containers (Revenues \$58,125.00)
 2015 we delivered 271 large roll-off containers (Revenues \$51,195.00)
 2014 we delivered 730 large roll-off containers (Revenues = \$83,315)
 2013 we delivered 557 large roll-off containers (Revenues = \$57,895)
 2012 we delivered 729 large roll-off containers (Revenues = \$75,415)
 2011 there were 235 (\$34,700)
 2010 there were 205 (\$37,750)
 2009 there were 212 (\$25,625)

OUT-OF-COUNTY GARBAGE FOR JANUARY THROUGH APRIL 2017:

Village of Coloma	37.5 TN	\$3201.04	(\$3201.04 in 2016, 3046.8 in 2015, \$3046.8 in 2014)
Columbia County	10.22 TN	\$ 613.20	(\$151.80 in 2016)
Contracted Juneau Cty	388.48 TN	\$75,613	(\$76,371/ 2016, \$171,620/ 2015, \$136,619.44 in 2014)
Juneau County Pvt.	86.71 TN	\$5277.80	(\$6031 in 2016, \$1598 in 2015, \$1,135 in 2014)
Marquette County	49.94 TN	\$3054.20	(\$2044 in 2016, \$2408 in 2015, \$3524 in 2014)
Other County	2.16 TN	\$ 129.60	(\$358.20 in 2016)
Sauk County	2.42 TN	\$ 145.20	(\$229.80 in 2016, \$1395 in 2015, \$74.00 in 2014)
Waushara County	20.76 TN	\$1284.80	(\$811.60 in 2016, \$364 in 2015, \$1226 in 2014)
Wood County	25.24 TN	\$1517.80	(\$932.80 in 2016, \$613 in 2015, \$496 in 2014)

TOTAL TONS IN 2017 (1st 4 MONTHS) 5,664.9 TNS= \$255,825

TOTAL TONS IN 2016 (1st 4 MONTHS) 1,760.29 TNS= \$145,057

TOTAL TONS IN 2015 (1ST 4 MONTHS) 7,712.3 TNS= \$351,288

TOTAL TONS IN 2014 (1ST 4 MONTHS) 3,126.2 TNS= \$176,336

TOTAL TONS IN 2013 (1ST 4 MONTHS) 446.49 TNS = \$ 26,789

TOTAL TONS IN 2012 (1ST 4 MONTHS) 455.06 TNS = \$ 27,304

TOTAL TONS IN 2011 (1ST 4 MONTHS) 321.47 TNS = \$ 19,288

INSPECTIONS: All landfill related inspections passed without violations or citations issued. Groundwater and gas monitoring again showed no problems associated with the wells.

LANDFILL IMPROVEMENTS:

LANDFILL CONSTRUCTION UPDATE: Ayres Associates continue to work on the feasibility study for landfill expansion and the final plan is scheduled to be submitted by June 1, 2017.

OTHER SPECIAL EVENTS:

OTHER: We have continued the summer hours of 8:00 AM to 12:00 noon on Saturdays from the first weekend in May through Labor Day.

The Director has been visiting Town meetings to discuss electronic and carton recycling and to offer her assistance with their drop-off sites or any other waste or recycling questions. To date she has visited seven and hopes to visit more over the summer. Unfortunately some of the Towns meet on the same evening as her other obligations. She continues to work with Sand Valley.

CONSIDERATIONS TO STRONGS PRAIRIE: Since the first of the year, the citizens of Strong's Prairie have received the following at no charge or residents paid after reaching 10,000 limit:

2017 - First 4 months

143.27 tons of garbage no pay worth \$8,596.20

63.44 tons of garbage paid \$3,806.40

23.98 tons of brush worth \$1,079.10

4.89 tons of yard waste worth \$195.60

2017 First 4 months Total is \$13,677.30

2016 - First 4 months

182.54 tons of garbage worth \$10,952.40

23.69 tons of brush worth \$1,066.05

4.5 tons of stumps worth \$202.50

3.43 tons of yard waste worth \$137.20

2016 First 4 months Total is \$12,358.15

2015 - First 4 months

134.87 tons of garbage worth \$8,092.20

37.7 tons of brush worth \$1,696.50

2.18 tons of clean concrete worth \$54.50

9.69 tons of yard waste worth \$387.60

2015 First 4 months Total is \$10,230.80

2014 - First 4 months

119.2 tons of garbage worth \$7,152

7.34 tons of brush worth \$330

2.63 tons of clean concrete worth \$66

3.68 tons of yard waste \$147

2014 First 4 months Total is \$7,695

2013 - First 4 months

117.09 tons of garbage worth \$7,025
5.06 tons of brush worth \$228
349.4 tons of clean concrete worth \$8,735
137.06 tons of stumps worth \$2,056
.41 tons of yard waste worth \$16
2013 First 4 months Total is \$18,060

2012 - First 4 months

180.56 tons of garbage worth \$10,833.60
31.72 tons of brush worth \$1,427.40
.41 tons of clean concrete worth \$10.25
32.41 tons of stumps worth \$486.15
21.79 tons of yard waste worth \$871.80
2012 First 4 months Total is \$13,629.20

2011 - First 4 months

340.38 tons of garbage, worth \$20,422.65 (tornado)
39.43 tons of brush, worth \$1,774.35
.74 tons of yard waste, worth \$34.04
2011 First 4 months Total is \$22,231.04 (increase is probably from tornado)

2010 - First 4 Months

135 tons of garbage, worth \$8,100.00
3.3 tons of brush, worth \$148.50
5.05 tons of yard waste, worth \$202.00
2010 First 4 months Total is \$10,250.50

2009 - First 4 Months

111.04 tons of garbage, worth \$5,452.06
3.43 tons of brush, worth \$137.20
3.66 tons of yard waste, worth \$128.10
2009 First 4 months Total is \$5,717.36

Motion by Olson-Martz, second by Gasienica, to approve the Site Report dated May 15, 2017 as printed. All in favor. Motion carried.

REPORT ON CAPPING OF FREE TIPPAGE: Quinnell distributed a report showing the amount of waste that was over the 10,000 pound limit to date, the amount paid, and the amount saved by the Town and the County. She also presented a sample sheet of the tracking spreadsheet used by the Scale Clerk to track the waste brought in by address of improved parcel. ***Motion by Olson-Martz, second by Gasienica, to extend the***

terms of the Agreement for 1 year commencing September 1, 2017 with the roll-over period remaining July 1, 2017 through June 30, 2018. All in favor; motion carried.

STRONGS PRAIRIE BEING AN AFFECTED MUNICIPALITY: The Committee discussed and understands that the Township is an affected municipality in the feasibility/expansion process.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The Committee requests continued reports on the capping of free tippage.

ADJOURNMENT/NEXT MEETING DATE: *Motion by Gasienica, second by Olson-Martz, to adjourn until the next meeting which will be held on Monday, December 18, 2017. All in favor; motion carried.*

Meeting adjourned at 8:35 P.M.

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: June 7, 2017

Chairman Rocky Gilner called the Adams County Planning & Zoning Committee Meeting to order in Room A260 at the Courthouse in Friendship Wisconsin at 1:00 P.M. with the following members present: Randy Theisen, Larry Borud, Barb Morgan, Al Sebastiani and Fred Nickel. Larry Babcock was absent. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Pledge of Allegiance. Roll Call. Barb Morgan made a motion to approve the agenda. Randy Theisen seconded the motion. All in favor. Motion carried.

Public Hearings: Daniel Paul Eller – Conditional Use Permit request under Section 5-6B.03 (F) of the Adams County Comprehensive Zoning Ordinance to allow short term rental of a single family dwelling on property located in the NE ¼, NW ¼, Section 5, Township 14 North, Range 6 East, Lot 33, Doe Addition to Fawn Lake Subdivision at 3649 11th Drive, Town of Dell Prairie, Adams County, Wisconsin. It was noted that the Town of Dell Prairie objects to the request as they feel the area is densely populated area with small lots. Cindy DeRusso, adjacent owner submitted a letter in opposition to the request because the previous owner rented the property out. There was loud music at all hours, excessive trash, speeding cars and claims there are the same problems since Mr. Eller has been renting it out. Dan Eller, owner presented color air photos to the Committee explaining that he wishes to rent to family, friends and co-workers and plans to reinvest in the property with new siding, dock and a garage. Discussion was held on size of septic system, number of people rented to at one time (12) and conditions to be attached to the Conditional Use Permit. Fred Nickel made a motion to grant the Conditional Use Permit including the list of rental conditions provided by the petitioner with item #12 septic maintenance being performed once a year. Randy Theisen seconded the motion. Roll Call Vote: 3 – Yes. 3 – No. (Sebastiani, Gilner and Morgan) Request denied by tie vote. Michael J. & Dawn M. Spranger Revocable Trust – Rezoning request of a portion of a 40 acre parcel (< 1 acre) from a Conservancy District to an R&R Recreational/Residential District of the Adams County Shoreland Wetland & Habitat Protection Zoning Ordinance to allow construction of a dwelling on property located in the NW ¼, NE ¼, Section 27, Township 19 North, Range 6 East on Browndeer Avenue, Town of Big Flats, Adams County, Wisconsin. The Town of Big Flats had no objections. There was one phone call with objections. Mr. Spranger was present to explain the request. Discussion was held. Barb Morgan made a motion to grant the request and forward that recommendation to the County Board for final action. Larry Borud seconded the motion. Roll Call Vote: 6 Yes. Motion carried. William H. & Nancy K Haight – Rezoning request of a portion of a 43.5 acre parcel (1.93 acres) from a Conservancy District to an R&R Recreational/Residential District of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to allow an existing dwelling to become conforming and allow construction of an accessory building on property located in the NE ¼, NW ¼, Section 6, Township 17 North, Range 7 East at 653 Cty Road J, Town of Lincoln, Adams County, Wisconsin. The Town of Lincoln had no objections. Greg Rhinehart was present to explain the request. Discussion was held. Fred Nickel made a motion to grant the request and forward that recommendation to the County Board for final action. Al Sebastiani seconded the motion. Roll Call Vote: 6 – Yes. Motion carried. Bruce C. & Kathryn M. Rodger – Rezoning request of a 36 acre parcel from an A1 Exclusive Agriculture District to an A1-15 Exclusive Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the property to be split and located in the NE ¼, NW ¼, Section 28, Township 15 North, Range 7 East at 470 Cty Road I, Town of Jackson, Adams County, Wisconsin. The Town of Jackson had no objections. Bruce Rodger was present to explain the request. Discussion was held. Larry Borud made a motion to grant the request and forward that recommendation to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 6 – Yes. Motion carried. K & L Campground, LLC – Rezoning request from an R-3 Residential District to a B-1 Rural Business District with a Conditional Use Permit under Section 5-12.03 (E) of the Adams County Comprehensive Zoning Ordinance to allow the existing campground to become conforming on property located in the SE ¼ SE ¼, Section 28, Town 15 North, Range 7 East, Pt. of Lot 1, CSM 3101 at 3503 Cty Road G, Town of Jackson, Adams County, Wisconsin. The Town of Jackson did not object to the request. Discussion was held. Randy Theisen made a motion to grant the request and forward the rezoning portion to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: 6 – Yes. Motion carried.

Chairman Gilner closed the public hearings and stated that public participation will be taken as appropriate on agenda items.

Committee Meeting Minutes
June 7, 2017
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Al Sebastiani made a motion to accept the previous meeting minutes as presented. Larry Borud seconded the motion. All in favor. Motion carried.

County Surveyor Greg Rhinehart presented his monthly report to the Committee.

Discussion was held regarding a job description for the County Surveyor position with input from current County Surveyor Greg Rhinehart. It was the consensus of the Committee to review the job description, with discussion and possible action at the July Committee meeting.

Jodi Helgeson was not present and her written report for Register of Deeds/office activities and Land Information was provided to the Committee.

Discussion was held regarding monitoring conditions placed on short term rental Conditional Use Permits. Chief Deputy Terry Fahrenkrug was present to explain that the Sheriff's Department could be called out for the normal complaints of fireworks, ATV's and excessive noise. The Sheriff's Department would be willing to work with the Committee by providing reports from those visits when requested. The Committee can then decide if it is feasible to revoke the Conditional Use Permit with three valid police reports.

Planning & Zoning Updates: Discussion was held as to the Planning & Zoning Department emailing copies of rezoning request information, financial report and other such paperwork pertaining to an upcoming meeting.

The Financial Report for the month of April was presented to the Committee for review.

Correspondence: None.

The next Committee meeting is scheduled for Thursday July 6, 2017 at 1:00 P.M.

Larry Borud made a motion to adjourn. Rocky Gilner seconded the motion. All in favor. Motion carried.

Adjourned: 2:16 P.M.

Rocky Gilner, Chair

Fred Nickel/Jerry Kotlowski

Barb Morgan, Vice-Chair

Larry Babcock/Dave Repinski

Randy Theisen

Larry Borud

Al Sebastiani


Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Committee Minutes

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May 9, 2017

9:00 a.m., Room A160

The meeting was called to order by Chairman Repinski at 9:02 a.m.

The meeting was properly announced.

Roll Call: Repinski, Dehmlow, Kotlowski, Hamburg and Gilner. Also present was Phillippi, Hamman, Erickson, Fahrenkrug, Sedlar, Nickel, Zander and Peglar (Times Reporter).

Motioned by Hamburg/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Hamburg to approve the April 11, 2016 minutes. Motion carried by unanimous voice vote.

Item #6. Public participation: Erickson, regarding the tree planting and steam engine at the fairgrounds. Sedlar gave an update on Fawn Lake that's starting July 1st by draining the lake for the construction of a new dam. The DNR is responsible for the lake bed itself, should be done by October 1st.

Item #7. Open and act on bids for tax foreclosure property/resolutions: None. Asked if they'd would like the properties back on surplus website again. The committee concurred.

Item #8. Approval of any training or conferences: none

Item #9. Discuss and/or act on security issues in the county courthouse. Dehmlow mentioned not much has been decided. Repinski talked of the many entrances into the building. Repinski believes the Property Committee can make security decisions. Hamburg wants to review and discuss County Board/Property rules at the next meeting.

Item #10. Ad Hoc Building Committee update/space needs project for jail or courthouse renovation. Gilner said committee is not going anywhere. Fahrenkrug said the state inspector inquired, wanting to know if the Ad Hoc Building Committee is still in place. He informed him that they intend to make some kind of a decision and forward it to the June County Board meeting. Nickel passed out documents to the Committee, regarding the Ad Hoc Committee appointment, and stated he would forward to Corporation Counsel also.

Item #11. Old Farmers' Antique Club wants to erect a 45' windmill and repair some fencing at the fairgrounds. Erickson handed out folder with information about installer from Wausau to put up the windmill. It will be west of the museum.

Excused: Dehmlow excused at 9:37 a.m.

Present: Dehmlow present at 9:40 a.m.

Item #11. Continued. Hamburg said he thinks it is a good idea. Hamman mentioned insurance and safety rules. Erickson will ask the Village about height restrictions. Motioned by Hamburg/Gilner to postpone until the June meeting. Discussion regarding fence took place. Erickson requests permission to cut/paint and repair fence. Hamburg had no complaints with improving the appearance. Committee didn't have any issues with Erickson proceeding with fence repair.

Item #12. Discuss and/or act on promoting Veterans Memorial. No action.

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Item #13. Update on Veterans Memorial in Adams County (Scott Sorenson). Sorenson presented sketches, along with a new plan. Removing the steps and making a wall 5' tall is part of the plan. They are developing a letter to send to townships about donating money. Funding and finance was mentioned for project. Repinski suggested it could potentially be part of the building project funding. Hamburg made "point of order" (not on agenda) suggested to have Sorenson present it to the Ad Hoc committee adding into remodeling project, as it is behind schedule, maybe there would be such a thing as incorporating the memorial into building plans.

Item #14. Update on maintenance items. Hamman said making headway on 3rd and final roof from storm damage. The converted semitrailer is not covered by insurance. Need to get a quote for the exhibit building furnace and fencing along county trunk j. Air conditioner in dispatch center and video conferencing in courtroom B are complete. Landscaping at Health & Human Services to begin.

Next meeting date is June 13th at 9:00 a.m. in Room A160.

Items for next agenda: Discuss and/or act on erecting a 45' windmill, planting trees and steam engine display.

Motioned by Hamburg/Gilner to adjourn at 10:31 a.m.

Respectfully submitted,



Cindy Phillippi
Recording Secretary
CP/bw

These minutes have been approved by the committee.

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Public Safety & Judiciary Committee
Wednesday, May 10, 2017
9:00 a.m. – Conference Room A260

MINUTES

Chairman Grabarski called the meeting to order at 9:00 a.m. The meeting was properly announced.

Committee members present: Pete Hickethier, Jack Allen, Robert Grabarski, Rocky Gilner, and Scott Colburn

Others present: Carol Collins, Janet Leja, Kathie Dye, Chris Langer, Sam Wollin, Terry Fahrenkrug, and Barb Petkovsek

Motion by Hickethier to approve the agenda, seconded by Allen. Motion carried by unanimous vote.

Motion by Colburn to approve the April 12, 2017 minutes, seconded by Gilner. Motion carried by unanimous vote.

There was no public participation. There was no correspondence.

District Attorney – Tania Bonnett and/or Jonathan Barrett – Not Present

The District Attorney's Office was not scheduled to attend the meeting. Committee was provided with the financial report for April to review.

Eyes of Hope Shelter—Kris Steffens — Not Present

Steffens was not scheduled to attend the meeting. There was no written report for April to review.

Family Court Commissioner – Dennis McFarlin – Not Present

McFarlin was unable to attend the meeting. Committee was provided with a written report for April to review.

Child Support – Janet Leja – Present

Committee was provided with a written and financial report for April. Leja stated they continue to do well with their performance measures and are right on track. There was nothing unusual to report on the financial report. Leja discussed the resolution that was provided to the committee regarding her out of state travel and accommodations to attend the 2017 NCSEA Leadership Symposium in Scottsdale, Arizona in August. Leja informed the committee that the fiscal note was changed by Corporation Counsel after it was put in the committee packet so she read the updated fiscal note to them. **Motion by Hickethier to approve the resolution for out of state travel for Janet Leja, seconded by Colburn. Motion carried by unanimous vote.** Leja explained the office is down a specialist and the application process is now closed. There were 25 applications received and five will be tested. Those that pass the test will be interviewed.

Clerk of Circuit Court – Kathie Dye – Present

Committee was provided with a written and financial report for April to review. Dye discussed the report and stated receipts decreased due to tax intercept being done for the year. Dye informed the committee that the projects in courtroom A & B are currently being done and SKC is scheduled to be here through May 19. Committee was informed that Judge Wood is recommending that the jury fees be increased to \$25.00 for a half day and \$40.00 for a full day. Discussion was held regarding the current budget for jurors and if the fees needed to be set by resolution. Petkovsek stated they would check on that and report back.

Register in Probate – Chris Langer – Present

Committee was provided with a written and financial report for April to review. Langer stated they have surpassed the budgeted revenues for this year with the three probate cases that were recently filed. Langer attended the WJCCA conference and stated she learned quite a bit. Since Langer is new to the position she was assigned a mentor to be able to contact with questions or concerns.

Emergency Management – Jane Gervais – Not Present

Emergency Management was not scheduled to attend the meeting. Gervais provided the committee with a written and financial report for April to review.

Medical Examiner – Marilyn Rogers – Not Present

The Medical Examiner's Office was not scheduled to attend the meeting. Committee was provided with a written and financial report for April to review.

Sheriff's Office – Sheriff Wollin and Chief Deputy Fahrenkrug – Present

Committee was provided with the financial report for April to review. Wollin gave an update on current staffing levels and vacancies. There are current vacancies in the patrol and jail divisions and Wollin stated progress is being made with filling those positions. The Citizens Academy continues to be going well and committee was updated on the topics that were discussed and what is planned for future topics. Wollin informed the committee that for student government day this year there was a scene prepared for the students to see which consisted of dispatch recordings, patrol footage, ME pictures, and investigative footage from an interview. Committee was informed that the air conditioning unit in dispatch went out and was fixed by maintenance. Dispatch feels better air flow now.

Motion by Allen to approve vouchers and monthly expense reports as presented, seconded by Hickethier. Motion carried by unanimous vote.

Identify upcoming agenda items: None at this time

Set next monthly meeting date as June 14, 2017 at 9:00 a.m. Gilner will be unable to attend and will be excused.

Motion by Gilner to adjourn, seconded by Hickethier. Motion carried by unanimous vote. Meeting adjourned at 9:44 a.m.

These minutes have not been approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Carol Collins
Recording Secretary

SAFETY COMMITTEE MEETING***Minutes*****January 24, 2017 /3:00 pm /Room A160**

1. The Meeting was called to order by Chair Pisellini at 3:00 pm.
2. The meeting was properly announced.
3. Present: Supervisor Paul Pisellini; Committee members Brenda Quinnell, Pat Kotlowski, Marcia Kaye and Tracy Hamman; Mark Rumpel, KSS.
4. Quinnell made a motion to approve the Agenda, seconded by Kotlowski. Motion carried by voice vote.
5. Motion by Hamman and second by Quinnell, to approve the Minutes from the December 8, 2016 meeting. Motion carried by voice vote.
6. There were no communications, correspondence or other business.
7. Update on Hepatitis B Information: Kaye referred the two individuals that had indicated they wanted the Hep B, however only one started the series in 2016; the other didn't go until 2017. Kaye will check to see if that employee has health coverage with the County and whether or not they will cover it as preventative. Motion by Hamman, Seconded by Quinnell to pay for the series from the 2017 Safety Budget if the insurance will not pick up the cost. Motion carried by voice vote.
8. Update on projects and meetings; planning for 2017. Rumpel went over the list of projects that he has started and those that will be scheduled for 2017.
9. Discussion and action on continued topics:
 - a. MSDS Online – Kaye is still working on trying to get the information for the Parks entered into the system. Backup is scheduled for this weekend.
 - b. Dam Update - Catwalk is on along with railings and toe boards Starting on ladders and once accessible will work on electrical and panel replacement. Equipment will be set up in Maintenance garage for training.
 - c. BBP Exposure Control Plan – Rumpel will give it to Public Health to review classifications and have available for next meeting.
10. Review of December's worker's compensation claims. Although more claims than past couple of years the reserve is down. Already 6 claims for 2017; 3 slips, two vehicle accidents, one dog bite and one bending. Pisellini asked to have claims classified by incident type for future discussion and review.
11. Discuss and/or approve any safety equipment purchases. Kaye purchased additional adult and children pads for AEDS, spill kits, and portable first aid kits, along with a hard case for Solid Waste AED. Approx. \$1600 left over at end of 2016

budget. Pisellini mentioned he would like to purchase an AED for the courtroom area if any extra funds are available for 2017.

12. Identify possible upcoming agenda items – Hep B/BBP update, project update, comp accidents by classification.

13. Next Meeting Date: Tuesday, February 21, 2017 at 3:00pm in Room A160.

Motion by Quinnell to Adjourn, seconded by Hamman at 3:54 p.m. Motion carried by unanimous voice vote.



Marcia Kaye
Recording Secretary

These minutes were approved by the Safety Committee on May 20, 2017

ADAMS COUNTY SOLID WASTE COMMITTEE
Wednesday, May 10, 2017, 5:30 PM
Landfill Office, 1420 Hwy 21, Friendship, WI 53934

MEMBERS PRESENT: Florence Johnson, Chair
Jerry Kotlowski
Gordy Carlson
Larry Babcock

MEMBERS ABSENT: Robin Skala

OTHERS PRESENT: Brenda Quinnell, SW Director; Paul Pisellini, County Board Supervisor; Ayres representatives Ryan Shimko; Barb Petrovsek, Interim County Manager; and Kyle Patterson, County Finance Manager.

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chairperson Florence Johnson at 5:30 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? Yes. **ROLL CALL:** Johnson, Kotlowski, Carlson and Babcock; Skala was excused.

APPROVAL OF AGENDA: *Motion by Carlson, second by Kotlowski, to approve the agenda as presented. All in favor; motion carried.*

NOTICE THAT THE COMMITTEE MAY DISCUSS AND ACT ON ANY AGENDA ITEMS LISTED.

APPROVAL OF OPEN SESSION MINUTES FROM THE APRIL 12, 2017 REGULAR SOLID WASTE MEETING: *Motion by Kotlowski, second by Carlson, to approve the Open Session minutes as presented for the April 12, 2017 Solid Waste meeting. All in favor; motion carried.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There were no communications or correspondences.

FINANCIAL REPORT: Review and discussion of the financial reports and check summary presented. *Motion by Carlson, second by Babcock, to accept the financial reports and check summary as presented. All in favor; motion carried.*

Budget Adjustment Request: Quinnell distributed copies and reported on several projects that unexpectedly need attention this year that were not originally budgeted for. The first project is removing excess leachate from the cell. Quinnell reported that problems with odor complaints from the neighbors and issues with extreme odors in the office during the winter prompted looking at solutions. The gas odors in the office became so bad the past winter that staff were feeling ill, so Maintenance, the Safety consultant and a furnace repair company was on site to test the air and equipment. It was noted this spring that the leachate level is high and needs to be lowered before an intermediate cover and temporary gas extraction system can be placed on Cell #3, which should eliminate the odor/gas problems. Ayres came up with an Action Plan and due to the heavy rains in April, Quinnell began the process of lowering the level by hiring temporary help to haul leachate daily.

Quinnell then explained the temporary gas extraction system and leachate pump costs as demonstrated in two Public Works Improvement Opinion of Probable Construction Costs; one included 3rd party costs for Posi-Shell cover (blown on material) and the other was with department placed soil cover. She explained the need to replace the aging leachate pump but was waiting for approval of the leachate re-circulation plan by WDNR in order to know which type to order. This approval was finally received this spring. Quinnell described the Posi-Shell procedures, benefits and disadvantages. It was her recommendation to proceed with the lower cost proposal without the Posi-Shell.

Quinnell reported that she received two quotes for cleaning the scale pit and will contact the lower quoted contractor. ^{P157}

It was the recommendation of the Committee and Petrovsek to meet with the Admin/Finance Committee to explain the above projects.

SITE REPORT: Quinnell distributed and the Committee reviewed the Site Report dated May 10, 2017 (see attached copy). *Motion by Carlson, second by Kotlowski, to approve the Site Report as presented. All in favor; motion carried.*

REVIEW OF DIRECTOR'S/DEPARTMENT GOALS: This item will be placed on the agenda for next month.

APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS: Quinnell reported that the department's four forklifts were inspected and she received quotes on the repairs needed in order to make them compliant. She noted that three are not worth fixing for the amount of money required to bring them up to code. One should be scrapped, two can be sold "as is", and the fourth can be fixed. She recommends to repair the recycling building forklift this year, purchase a replacement for the main shop forklift using Machinery & Equipment funds, and budget for a new forklift for the Recycling Building in 2018, then moving the repaired forklift over to the second shop to replace the one lost there. *Motion by Carlson, second by Babcock, to authorize Quinnell to purchase a replacement forklift for the main shop using monies from the Restricted Machinery Fund. All in favor; motion carried.*

APPROVAL OF ANY TRAININGS OR CONFERENCES: None.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: review of goals and updates on pertinent items.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, June 14, 2017 at 5:30 PM at the Landfill.

Motion by Kotlowski, second by Babcock, to adjourn until the next meeting. All in favor; motion carried. Meeting adjourned at 6:47 P.M.

Respectfully submitted, Brenda Quinnell, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

SITE REPORT ATTACHED

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

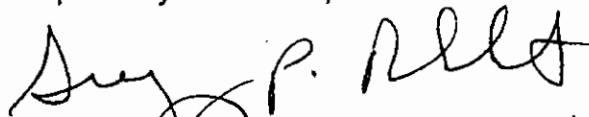
ADAMS COUNTY SURVEYOR'S REPORT # 522

Report for the month of May, 2017

Fieldwork is continuing on Phase 2 of the Strategic Initiative Grant Project.

I have been responding to inquiries from public and am continuing to perform the duties of my office.

Respectfully Submitted;


Gregory P. Rhinehart,
Adams County Surveyor

6/6/2017

ADAMS COUNTY SURVEYOR'S OFFICE
 GREGORY P. RHINEHART, COUNTY SURVEYOR
 P.O. BOX 187, FRIENDSHIP, WI 53934
 (608) 339-4226

SUMMARY OF ACCOUNTS 2017

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$4,800.00	\$24,600.00	\$ 300.00
JANUARY	400.00		100.00
Balance	\$4,400.00	\$24,600.00	\$ 200.00
FEBRUARY	400.00		
Balance	\$4,000.00	\$24,600.00	\$ 200.00
MARCH	400.00	4,091.00	
Balance	\$3,600.00	\$20,509.00	\$ 200.00
APRIL	400.00		
Balance	\$3,200.00	\$20,509.00	\$ 200.00
MAY	400.00		
Balance	\$2,800.00	\$20,509.00	\$ 200.00
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total	\$	\$	\$

WELLNESS COMMITTEE MINUTES

April 20, 2017

Attending: Cheryl Thompson/Sheriff, Wendy Newsom/CS, Marylu Silka/Library, Sara Nelson/COCC, Carrie Easterly/HHSD

Meeting was called to order by co-chair Cheryl at 8:37 am.

Motion by Wendy, seconded by Marylu to approve the agenda & March 16, 2017 minutes as printed. M/C/V/V

Employee Access Portal – On hold since new County website coming in the future will include an intranet, so no need to duplicate services.

Vitality Program – Continue to encourage employees with WEA insurance to sign up.

Adopt-a-Hwy – 4 people participated on April 11th. Next clean up date to be determined.

2017 Wellness Fair is scheduled for Thursday, June 29th 4-6pm, at Community Center. Cheryl reported that a few booths have backed out. Looking yet for booths for a Dental provider, Health & Wellness Products, & Zumba. Cheryl will make calls to some potential ones. Cheryl waiting to hear confirmation from a few vendors yet also. Discussed making/offering a healthy food/snack at the fair. Committee members to look through Employee cookbook and bring with to next meeting to discuss a recipe to make. Suggestion of having a cooking demo or recipe challenge cook-off as a possibility. Carrie to check with Lee from Be Healthy Adams Co. committee for potential ideas.

Next Wellness Challenge – May challenge focus is on increasing physical activity. Goals are to move toward increase in time spent on being active with potential to get “bonus” points for going above goal. To run for 6 weeks- Monday, May 8th to Monday, June 19th with weekly prizes. Fit bit is Grand Prize. Talked about looking into getting State and County park passes as prizes possibly too.

Old Business:

Fruit Day – A hit with employees. Next time will be August or September 2017.

New Business:

Co-Chair Wendy Newsom is leaving employment with County so new co-chair will be needed. Best Wishes to Wendy! Please let Cheryl know of anyone interested in the co-chair role. Marylu volunteered to take over Quarterly Wellness newsletter. Wendy will send Marylu template etc. Issue 5 just released today, next one due in July 2017.

Next meeting is scheduled for Thursday, May 18th at 8:30 am.

Agenda Items: Vitality Program – Wellness Fair – May Challenge

Motion by Wendy, seconded by Marylu to adjourn. M/C/V/V Adjourned at 9:35 am.

Submitted by:

Carrie Easterly

Wellness Committee

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE ON MAY 18, 2017.